

**INDEPENDENT SCHOOL DISTRICT 728**  
**ELK RIVER, MINNESOTA**  
**JOB DESCRIPTION**

JOB TITLE: Educational Interpreter Assistant

CLASSIFICATION: Educational  
Assistant

REPORTS TO: Deaf and Hard of Hearing Teacher;  
Coordinator/Lead Teacher of Deaf/Hard  
of Hearing and Vision Services;  
or Site Principal

DATE REVISED: January 2008

PURPOSE: The Educational Interpreter Assistant provides communication between teacher, administrator, and hearing impaired students.

DUTIES AND RESPONSIBILITIES:

1. Provides on-site communication between teachers, administration, and hearing impaired student to meet the needs of hearing impaired students.
2. Provides in-service training for teachers to assist the teacher in working with students.
3. Serves as a tutor or note taker for student.
4. Provides sign language classes and instruction for parents, teachers, and students to facilitate communication and learning.
5. May occasionally act as interpreter before and after school hours.
6. May be assigned to assist special education students with academic work or general supervision on a limited basis during instructional time when interpreting isn't needed.
7. Other job related duties as assigned.

MINIMUM OUALIFICATIONS:

1. Must be a Certified Educational Interpreter or a graduate from an accredited college or university within the last two (2) years from a Sign Language Interpreter Training Program.
2. Working knowledge of Signing exact English (SEE), Pidgin Sign English (PSE), and American Sign Language (ASL).
3. Willingness to accept and follow direction.
4. Ability to work independently with minimum supervision.
5. Ability to work overtime including evenings, weekends, and holidays.