



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## NOTICE OF VACANCY

DATE

### **POSITION:**

Sign Language Interpreter

### **LOCATION:**

To be determined

### **POSITION SUMMARY:**

Incumbent serves as a communication facilitator between students who are deaf or hard-of-hearing and teachers, administrators, staff, students, and others.

### **REPORTS TO:**

Supervisor or Director of Special Education

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma or general education development (GED) program certificate
2. Completion of a recognized program to train as an interpreter for the deaf or the equivalent in experience as demonstrated by examination performed by the **CCSD Hearing Impaired Program** Calvert County Public Schools.
3. Proficiency in American Sign Language and manually coded English as assigned.
4. Valid Maryland Class D driver's license

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Knowledge of sign language, cued speech, or oral systems for communication as assigned.
2. Ability to understand and communicate with both verbal and written skills.
3. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
4. Demonstrable success in accomplishing tasks akin to those responsibilities listed below.

### **ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Interpret the content message of the teacher, as well as all questions, answers and remarks made by others.

2. Utilize the communication system appropriate to the student's needs: i.e. Signed English, Pidgin, ASL, cued speech total communication, etc.
3. Become familiar with vocabulary used in class to interpret information as accurately as possible.
4. Assess the physical setting of the classroom to establish the location most appropriate for serving the student.
5. Discourage inappropriate behaviors, such as: repetition of information for inattentive student, reminders of assignments, or teacher talking directly to interpreter, rather than student.
6. Reflect a positive professional attitude and appearance.
7. Maintain confidentiality of information.
8. Address concerns and questions to the teacher of the deaf or hard-of-hearing or other appropriate professional
9. Utilize non-interpreting time to:
  - a. Consult with teachers regarding technical/content-specific vocabulary.
  - b. Become familiar with signs for technical/content-specific vocabulary.
  - c. Expand sign language skills and vocabulary via various resources.
  - d. Consult with teacher(s) regarding upcoming activities (games, PE events, assessments, group work, music, videos, etc.).
  - e. Other activities, as directed by the teacher of the deaf or hard-of-hearing.
10. Refrain from engaging in private conversations with the student during class time.
11. Promptly notify the Special Education Department regarding the need for a substitute interpreter.
12. Support students with various aspects of their educational program as needed according to the student's Individual Education Program (IEP).
13. Interact positively with others.
14. Come to work regularly and promptly.
15. Work under stress and meet all deadlines.

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)  
 Performs related work as required or assigned by the Supervisor or Director of Special Education or designee.  
 Interpreter may be assigned to interpret for staff/adults.

**PHYSICAL DEMANDS:**

None.

**UNUSUAL DEMANDS:**

Position requires significant periods of standing and walking and is performed in a typical school environment.

**TERMS OF EMPLOYMENT:**

Ten (10) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 25). If chosen for this position, the candidate must enroll in direct deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

2023-2024 School Year

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
  - Director of Human Resources
- 443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:  
Ms. Cecelia Lewis  
Director of Student Services

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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