



# INSTRUCTIONAL

## PARAPROFESSIONAL - SIGN LANGUAGE INTERPRETER

### JOB DESCRIPTION

**JOB TITLE:** Paraprofessional - Sign Language Interpreter  
**REPORTS TO:** Director of Special Education  
**LOCATION:** Campus Assigned

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-13  
**DAYS:** 192  
**JOB ID & DATE:** CLS-04, September 2023

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### JOB PURPOSE SUMMARY

Under general supervision, the Sign Language Interpreter will provide sign language interpreting / transliterating services for deaf / hard of hearing students, as well as assist with instruction in the classroom under the direction of licensed teachers.

### REQUIREMENTS

#### Education Level Details

High School Diploma or GED

Must have meet one of the following two qualifications:

2 years of higher education

An associate's degree or higher

#### License / Certification Required

American Sign Language Certification or ability to obtain

#### Work Experience Required

Experience working with children with special needs preferred

#### Other Skills and Abilities Required

Knowledge of childhood development and behavior management is preferred.

Basic computer skills preferred.

First Aid and CPR certification required. (Provided by district)

Knowledge of and ability to utilize various signing systems including, but not limited to, American Sign Language (ASL)

Strong communication skills, both orally and written

Ability to follow complex oral and written instructions

Bilingual Preferred

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General

- Interprets, translates, or facilitates communication/language acquisition at an educational and language level appropriate to each individual student; and performing these tasks through American Sign Language, other forms of sign (e.g. MCE or PSE), or combinations of sign and speech, depending on the IEP-mandated needs of students.

- Embeds appropriate level of language facilitation, communication facilitation, or interpretation based on whether this individual is performing tutoring or group work with hearing peers.
- Reports to teachers any significant behavioral or academic observations of any student with whom they work, and informing general education teachers of specific student needs related to hearing loss (physical environment; lighting; seating arrangements).
- Participates with the IEP team to review and address areas needed for improvement in facilitating the communication process of deaf and hard of hearing students.
- Provides and Implements approved modifications and/or accommodations of curriculum.
- Collaborates and communicates with other special and regular educators and administrators
- Provides suggestions, feedback and support to building staff, administrators, parents and outside agencies regarding effective strategies for facilitating learning.
- Assists the school professional by helping with data collection, updating records and documentation while helping maintain student files and class records. Maintain compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA.)
- Attends and participates in district and building in-service opportunities and committee work.
- Assists students in learning processes; reinforcing positive behavior; providing individual instruction; and encouraging socialization and positive communication.
- Assists teachers and staff to facilitate educational functions and other services to maintain a safe and productive learning environment.
- Works with students to reinforce classroom learning and improve personal skills, as well as assisting teachers with managing classroom, materials, and student behavior.
- Monitors and supervises student activities; promoting respect, supporting diversity, and explaining social norms and disciplinary consequences; and de-escalating personal confrontations and enforcing District Policies/rules of conduct.
- Monitors students and the recording of data for academic and behavioral assessments; maintaining files and keeping records of student progress and activities; and assuring all required written reports are completed and submitted.

- Communicates with parents, students, and staff to convey pertinent information while maintaining confidentiality of personal information.
- Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and staff; and acting in a manner that promotes a harmonious and effective workplace environment.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.

**SUPERVISORY RESPONSIBILITIES**

None

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_