

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**SIGN LANGUAGE INTERPRETER**

**POSITION:** Sign Language Interpreter

**REPORTS TO:** Supervisor of Special Education

**LOCATION:** Various Locations

**NATURE OF WORK:**

The sign language interpreter provides interpretation for children who are deaf and hard of hearing. Interpretation is performed using American Sign Language (ASL), Signed English, etc. The position will provide interpretation for children who have an IEP that identifies interpreting as a service that is required by the student in order to access their education.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of manual communication programs – American Sign Language, Signed English
- Possess knowledge of the curriculum modifications needed by students with hearing impairments
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

**DUTIES AND RESPONSIBILITIES:**

- Provides support in regular and special education classes to students identified as having deafness or hearing loss
- Translates teacher's instruction and questions to sign language
- Translates student's sign language to voice in response to teacher's questions
- Meets regularly with the special education teacher or teacher of the deaf and hard of hearing to coordinate and plan services for students
- Provides instructional support by modifying instruction, re-teaching, reviewing, and clarifying information
- Assists with communication between regular education, unified arts, and special education teachers
- Becomes familiar with and prepare to present demanding course material
- Assists with other duties as determined appropriate by the educational team

- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- Three (3) years experience
- Maryland state licensure as ASL interpreter (effective January 2025).

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the non-certificated salary schedule for ten and eleven-month employees – Range 24.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024