

**TITLE OF POSITION:** Sign Language Interpreter  
**CLASSIFICATION:** Specialist  
**LOCATION:** Westwood Middle School  
**SUPERVISOR:** Principal/Administrator  
**SALARY RANGE:** \*Placement on the Classified Salary Scale

**GENERAL DESCRIPTION:**

The position provides sign language interpreting for a deaf/hard of hearing student placed in a regular classroom and other educational settings, under the direction of the special education teacher. Responsibilities include signing/interpreting spoken language and sign language, tutoring the student as necessary in any content area where tutoring may be needed, and monitoring student behavior. Collaboration and independence are equally important in this role due to the significance of student need and the type of support needed.

**DUTIES AND RESPONSIBILITIES:**

An interpreter hired for this assignment may perform all or some of the responsibilities defined below:

1. Accompanies student throughout the day to classes and interprets spoken language. Works with classroom teachers to interpret instruction. When applicable, following a student's IEP.
2. Implement teacher-directed programs with student on a one-to-one and/or small group basis in general education and/or special education classrooms.
3. Adapts classroom work under the direction of the teacher to provide support and/or reinforce learning goals and activities.
4. Tutors student individually as necessary in a variety of learning activities; promotes student understanding of materials presented. Reinforces and reviews concepts and skills.
5. Participates as a part of the instructional team. Interprets/translates directions and assists in providing continuity of instruction through tutorial support as directed by the classroom teacher.
6. Interprets/translates into sign language all appropriate activities in the classroom and other educational settings. Including but not limited to lectures, discussions, films, special projects, assemblies, field trips, clubs and activities.
7. Confers with the student's teachers in order to be better prepared for interpreting services.
8. Acts as a role model to demonstrate appropriate behavior to students and teach expected behaviors across educational settings.
9. Administers assessment materials as trained or delegated.
10. Collects and enters behavioral and academic data from various settings.
11. Assists in preparation of instructional materials.

12. Assists with learning tasks/activities appropriate to student goals, under direction of the teacher.
13. Performs related duties as assigned.

Each of the positions at the specific school serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

**QUALIFICATIONS/ABILITIES:**

1. Meets Washington state school sign language interpreter requirements.
2. Completion of a recognized two-year sign language interpreter training program or equivalent preferred.
3. Experience working as an interpreter with school-aged individuals and/or in a school setting preferred.
4. Proficient knowledge of sign language.
5. Ability to communicate educational concepts to foster student learning. Ability to facilitate a three-way conversation to support student expression and learning.
6. Ability to use proper grammar, spelling, and language in both verbal and written communication, as well as basic math skills.
7. Must be able to work in a team setting and take direction.
8. Ability to maintain confidentiality.
9. Must possess organizational skills and the ability to work independently.
10. Ability to build and maintain positive relationships with students, parents, and co-workers.
11. Ability to implement and follow Positive Behavior Interventions and Supports (PBIS) system.
12. Demonstrate basic computer skills, including the ability to create and modify documents and to adapt to new technologies.
13. Must have or obtain first aid certification when necessary.
14. Must have access to reliable transportation.

Testing to be used to determine knowledge of pertinent skills.

AN EQUAL OPPORTUNITY EMPLOYER