

# LYON COUNTY SCHOOL DISTRICT

## Sign Language Interpreter (Level I/II/III)

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**Job Group:** Specialized or Technical

**Classification:** Classified

**Terms of Employment:**

Level I – Pay Grade 23 on the Classified Salary Schedule (9 month)

Level II – Pay Grade 25 on the Classified Salary Schedule (9 month)

Level III – Licensed Non-Degree Salary Schedule (9 month)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** The job of the Sign Language Interpreter is to assist deaf or hearing impaired students within the classroom environment by interpreting the spoken language using a manual sign system and vice-versa. The sign language interpreter is required to facilitate communication between hearing and deaf/hearing impaired individuals through the use of sign language, spoken English, finger spelling, and facial expressions. The signing aide uses the student's preferred form of manual sign system in the educational environment. The educational environment includes the classroom, field trips, lecture halls, assemblies, films, counseling sessions, therapy sessions, tutoring sessions, club or school-related activities, extra and co-curricular activities, IEP meetings and any other urgent situation where communication is vital for the student.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Ability to establish and maintain effective relationships with school staff with whom the Sign Language Interpreter interacts.
2. Act as liaison between deaf/hearing impaired students, hearing students, teachers, support staff and administrators.
3. Input and maintain accurate records regarding student needs and progress.
4. Provides assistance to students who are deaf/hearing impaired on the formal instruction within the classroom, classroom discussions and incidental conversations.
5. Voices to the student when necessary regarding the audio learning that takes place within the school setting.
6. Interprets audio learning devices.
7. Interprets other sound forms of communication in the learning environment and translates audio stimuli into sign communication understandable to the deaf/hearing impaired.
8. Translates orally presented work into student's preferred mode of manual sign system.
9. Provides tutoring of presented academic instruction for classroom.
10. Provides communication transfer through reverse-voicing of deaf/hearing impaired students' questions and responses.
11. Accompany student to other locations within the school in order to facilitate communication needs.
12. Monitors and assists with FM systems and hearing aids.
13. Previews instructional materials for needed interventions.
14. Assists the student in curriculum tasks as assigned by a certified teacher, carrying out instructional programs and lessons in various learning environments as designated in the instructional plan based on the IEP and under the direct supervision of the certified teacher.
15. Establishes as fully as possible a supportive relationship with the student without fostering or encouraging intense emotional involvement.
16. Serves as a resource person, if and when requested, to the student's eligibility and IEP teams when conferring about the student whom the Sign Language Interpreter is assigned. Performs and participates in other related duties as assigned by the building administrator or designee.
17. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.

18. Regular and consistent punctuality and attendance are essential functions of the job.
19. Ability to commute outside of attendance area in order to transport students to specialized programs.

**ACCOUNTABILITIES:** Works under the direct supervision of a licensed teacher and is evaluated by the site administration in utilizing teacher input.

**POSITION EXPECTATIONS:**

1. Ability to work effectively with hearing-impaired students.
2. Ability to interpret and apply oral and written instructions.
3. Ability to perform several tasks and determine priorities.
4. Ability to deal with unusual behavior and crisis situations.
5. Ability to learn and apply school rules, regulations, and procedures.
6. Ability to complete routine records.
7. Ability to recognize and report hazards and apply safe work methods.
8. Ability to transport students to and from other attendance areas for specialized programs.
9. Possess physical and mental stamina commensurate with the responsibilities of the position.
10. Willingness to attend trainings as it relates to implementation of IEPs.

**POSITION REQUIREMENTS:**

**Education and Training:**

1. Be at least 18 years of age
2. High school diploma or equivalency
3. Valid driver's license and DMV clearance.

**Licenses and Certifications:** Must complete:

1. Employee must have completed the Educational Interpreter Performance Assessment (EIPA) per NRS-NAC 656A:
  - a. Level I Apprentice – A score of 3.0 and EIPA Written Test
  - b. Level II Intermediate – A score of 3.1-3.9 and EIPA Written Test
  - c. Level III Advanced – A score of 4.0-5.0 and EIPA Written Test
2. Employee must be registered through the Nevada Interpreter CART Registry

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to assist students access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, augmentative communication devices, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

**Work is performed under the following conditions:** Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. May involve frequent to moderate lifting and other physical demands.

**Hazards:** Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting		X		
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			

Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination	X			
Audio Alarms				
Ability to Smell				

### Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_