



JOB DESCRIPTION

Job Title	Deaf & Hard of Hearing Interpreter
Department	Special Education
Reports To	Building Principal
Classification	Hourly Classified
Location	
Salary	On Schedule
Length of Contract	187 Day Calendar

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Deaf & Hard of Hearing Interpreter provides interpreting and other support services for pupils who are deaf or hard of hearing in all areas of the education environment. The Interpreter's primary function is to facilitate communication among deaf or hard of hearing students and their hearing peers, the classroom teacher, and other personnel in the school system.

Essential Job Functions

- Provides interpreting for pupils who are deaf or hard of hearing (DHH) in all areas of the educational environment.
- Provides tutoring and/or note taking services for DHH students.
- Follows the Educational Interpreter Performance Assessment guidelines of professional conduct for Educational Interpreters.
- Participates as a member of the Individualized Education Plan (IEP) team at meetings and conferences.
- Provides insight and recommendations regarding communication in the development and review of progress on the IEP, including evaluations of student use of an interpreter.
- Interprets IEP meetings when not participating as a team member.
- Provides interpreting for conferences, telephone calls, assemblies, concerts, ceremonies, field trips or family meetings when necessary.
- May provide interpreting for extra-curricular sports/activities beyond contract hours.
- Prepares for daily lessons/school-related activities and preview media for interpreting.
- Carries out classroom management or individual behavior plan as designed by classroom teacher and/or IEP team.
- Participates in DHH staff meetings and committee work.
- Educates students and staff on the proper use of assistive technology.
- Acts as an advocate for DHH students regarding their rights and needs within the educational environment.

Ancillary Job Functions

- May interpret for parents or other adults at school functions and other activities related to the school district's services and programs.
- Provides sign language lessons for students and staff as requested.
- Performs other related duties as assigned.
- Promotes deaf culture awareness and inclusivity within the school community.
- Shares resources with students, parents, and staff to enhance understanding and support to DHH students' learning.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Associate degree or two years of experience in relevant area.
- Wisconsin Department of Public Instruction License #884 – Educational Interpreter.
- Ability to use American Sign Language and Conceptually Accurate Signed English.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Wisconsin Department of Safety and Professional Services license 78-150 to interpret for Deaf adults in association with district events.
- CPR and First Aid certified or experience and/or training with CPR and First Aid

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of DHH Culture and its role with the education of deaf students.
- Knowledge of special education practices.
- Ability to provide oral interpreting.
- Ability to implement other visual systems, (I.E Cued Speech, Visual Phonics, etc.)
- Strong command of ASL and English language.
- Tutoring skills.
- Ability to collaborate with staff.
- Willingness to troubleshoot non-working hearing aids and cochlear implants.
- Knowledge of the educational process and ability to understand and interpret grade level curriculum.
- Ability to be flexible and adapt to changing situations.
- Ability to work as a team member providing services to children.
- Ability to organize materials and use time effectively.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.

- May be exposed to a variety of weather conditions and terrains.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must possess clarity of vision (near, far, and three-dimensional) and precise hand-eye coordination, with or without corrective lenses.
- Requires frequent wrist, hand, and finger movements to operate a computer and/or related office equipment.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- Frequently required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.