



MONONA GROVE

SCHOOL DISTRICT

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Position Description

Position Title:	Educational Interpreter
Department / Location:	Student Services / Buildings
Reports to:	Director of Student Services & Building Principal
Employees Supervised:	None
Classification:	10-month
Status:	Non-exempt
Created / Revised:	May 2025
Board Approved:	N/A

Position Summary

Under the direction of the Director of Student Services and the Building Principal, the Educational Interpreter provides interpreting and support services to students who are deaf or hard of hearing, and facilitates communication among students who are deaf or hard of hearing, their hearing peers, the classroom teacher and other personnel in the school system.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide expressive and voice interpreting for students who are deaf or hard of hearing in general education classes (this may include American Sign Language, Manually Coded English, Pidgin Signed English and/or Oral Interpreting).
2. Under the direction of the classroom teacher, provide tutoring/review services as necessary for students who are deaf or hard of hearing when it does not interfere with the task of interpreting.
3. Assist with the set-up of note taking services for students who are deaf or hard of hearing, when necessary.
4. Participate in educational team activities, including team meetings, Individualized Education Program (IEP) conferences and/or informal staffings.
5. Serve as a liaison between the students who are deaf or hard of hearing, hearing peers, staff and faculty members.
6. Lead or assist in providing in-services to hearing students, staff and parents as requested in regard to sign language, deafness, Deaf culture, interpreting and consumer education.

7. Provide interpreting for school functions outside of the classroom, extracurricular activities and parent meetings when requested in advance.
8. Regular and reliable attendance.
9. Perform other duties as assigned.

Additional Job Functions

1. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and families. Plan ahead recognizing the cycle of work and projects that repeat from year to year.
2. Maintain knowledge of software and equipment used to perform duties, such as: student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Must be highly organized and be able to work with nominal direct supervision.
2. Must enjoy detail-oriented work requiring a high level of accuracy.
3. Must have excellent written and verbal communication skills.
4. Must be well organized and demonstrate initiative.
5. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
6. Must understand the need for teamwork, timeliness and accuracy.
7. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors.
8. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility.
9. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

Working Conditions

1. Outdoor playground environment.
2. School environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in both indoor and outdoor settings.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. High school diploma or equivalent.
2. Previous K-12 school-based interpreting experience preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction Educational Interpreter License (O020), or ability to obtain license upon hire required.
2. First Aid/CPR training preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.