Job Title: **Certified Interpreter**

Qualifications: In accordance with the Oklahoma Educational Interpreter for the Deaf Act, an applicant for Moore Public Schools must have completed an interpreter training program and have one of the following:

(1) Attained Bachelor's degree; or
(2) Worked three (3) years or more in deaf education related field

In addition to above, applicants must have one or more of the following:

(1) Certification by the Registry of Interpreters of the Deaf (RID);
(2) National Association of the Deaf (NAD) Level IV or better;
(3) Quality Assurance Screening Test (QAST) Level III or above; or
(4) A comparable level of proficiency

Education: Bachelor's Degree (BA) *preferred*

Training or Experience Required: Previous work or volunteer experience with students who are deaf or hard of hearing. Fluency in American Sign Language (ASL). Must have the ability to interpret and transliterate (expressive and voice), as evidenced by proficiency scores on screening ability tests.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes completing forms or interpreting communication in educational meetings.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reads and interprets routine written and printed materials such as charts, diagrams, maps or instruction material. Must know enough about course work to sign for student during classroom activities.

Office Filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Site: **Various**

Reports To: **Teacher/Principal**

Job Goal (Purpose of Position): Performs skilled level signing duties under general supervision to assist the Teacher. Provide a teaching environment to improve and develop the students self care,

physical, social, communication, and intellectual skills. The overall goal is to assist these students in their educational pursuits.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operating procedures.

Contact with Others: An incumbent in this position has some public contact with members of the staff or district. Some interpersonal interaction or communication is required outside of the specific classroom environment.

Other Performance Measures:

Successful job performance requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident or injury to self or students. It requires following school dress standards, proper attendance or leave policies, and other work habit concerns. Creativity, initiative and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

1. Interprets for students in the special and/or general education classroom using preferably American Sign Language (ASL), in accordance with the student's IEP as monitored by the Special Education case manager and the school building Principal.

2. Maintains confidentiality of information of students.

3. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher(s).

4. Assists the teacher in devising special strategies for reinforcing material or skills, based on an understanding of individual students, their needs, interests, and abilities.

5. Operates and cares for equipment used in the classroom for instructional purposes.

6. Helps students master equipment or instructional materials assigned by the teacher(s).

7. Distributes and collects workbooks, papers, and other curriculum materials for instruction.

8. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher(s).

9. Prepares specific materials and supports for individual students, according to the provisions of their IEPs..

10. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.

11. Must be willing to have flexible schedule and commute between schools if required.

12. Performs other duties as assigned by the Principal, teacher, or other Administrator(s).

Supervision exercised: An incumbent in this position does not supervise.

Physical/Mental Requirements and Working Conditions:
Interpreting can be mentally and physically demanding. The task consists of receiving the auditory/visual message, understanding the converting the message in the target language and delivering the message either by voice or sign language. Must have ability to see, hear, and understand the message and deliver appropriate sign language.

TERMS OF EMPLOYMENT:	180 Days per year
SALARY:	Category C - F
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

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