

JASPER CITY SCHOOLS
VACANCY
AUGUST 18, 2026

POSITION: **Sign Language Interpreter (Instructional Aide)**

JOB DESCRIPTION: **Attached**

REQUIRED QUALIFICATIONS: **Associate Degree or Equivalent**

1) Must hold license or permit recognized by the Alabama Licensure Board of Interpreters for the Deaf or be listed with the Register for Interpreters for the Deaf.

2) Must be willing to attend professional training classes and workshops in the field of study.

3) This job may include interpreting assignments in schools on an "as needed" basis. In the event interpreting duties are not needed on a full time basis, other school related duties may be assigned by the supervisor.

Required: ALSDE Criminal Background Check as instructed.

SALARY SCHEDULE: **Per Salary Schedule Attached**

SUBMIT APPLICATION TO: **Hire True (thru ALSDE) or submit support application to Jasper City Board of Education**

DEADLINE FOR APPLICATION: **August 24, 2026 or until filled**

Equal Education/Employment Opportunity Statement

It is the official policy of the Jasper City School District that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

TITLE: General / Instructional Aide

QUALIFICATIONS:

1. Associate's degree or equivalent preferred
2. Such training as may be required
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
4. Bilingual preferred

REPORTS TO: Principal and/or assigned teacher/librarian or system nurse or area specialist.

JOB GOAL: To assist the principal and/or teacher/librarian/office staff or area specialist.

EXPECTED WORK DAY: 8 Hours

FSLA: Non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Prepares classroom materials and develops activities under the direction of the teacher.
3. Conducts learning experiences with individuals and small groups of students.
4. Assists in preparing class displays and bulletin boards.
5. Assists in caring for and securing classroom equipment and supplies.
6. Assists with attendance records.
7. Assists in maintaining school inventory.
8. Assists the teacher in duties relating to supervision of playground, study hall, cafeteria, student transportation, clean-up routines, writing-to-read lab instruction, preparation for conferences and other similar activities.
9. Assists with classroom management.
10. Assists with clerical work, projects and programs, special events, field trips, in the classroom, media center, physical education, lunchroom, education program or school office.
11. Alerts the teacher to special needs of individual students and assists students as needed.
12. Respects confidentiality with regard to student performance and records.
13. Participates in staff development.
14. Performs unique functions as related to the classroom, the library, physical education, federal programs, special education, environmental education and transportation.
15. Completes district training in order to administer medication.
16. Ascertains that the policy requirements for the administration of medication at school have been met.
17. Administers medication in a safe setting, i.e., an area that is free of disruptions and distractions.

POSITION DESCRIPTION (Continued)
GENERAL / INSTRUCTIONAL AIDE
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18. Obtain proper identification from the student as determined by LEA (e.g ED card, orally)
19. Checks licensed prescriber's statement against medication label. (if there is a discrepancy, medication should not be given).
20. Administers prescribed medication as directed by the licensed prescriber.
21. Records date, time, dosage, and signature (initials on the medication record each time medication is given.
22. Assists in daily duties of which may be car duty, extra-curricular duties whenever students are involved in school activities.
23. All responsibilities may not be assigned at the time of employment, however, may be assigned at a later date and upon the discretion of the Board.
24. Assists administration with attendance procedures and regulations.
25. Assist in maintaining inventory and management of fixed assets and textbooks.
26. Completes lifting, as required, of physically disabled students to assist in both their instruction and daily care needs.
27. Be physically able to sit in lower level seating positions which are common to school environments.
28. Any other duties as assigned by principal/supervisor.
29. Attendance is an essential function of the job.

TERMS OF EMPLOYMENT: 9 Month Contract

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signature: _____ Date: _____

Approved by Human Resource Director: _____ Date: _____

