

St. Tammany Parish School Board
Department of Human Resources
JOB DESCRIPTION

Division: Support Services Department
Title: EDUCATIONAL INTERPRETER: Provisional

Position Overview

Facilitates communication for Deaf /Hard of Hearing students allowing them access to meet the standards of the curriculum and the goals set forth in their individual education programs.

Essential Functions - Direct Services to Students and Staff

- Facilitator of communication services in the educational environment for Deaf or Hard of Hearing students, classmates, and others as appropriate.
- Interprets/transliterates the teacher's /speaker's message, conveying the content and spirit of the speaker.
- Interprets/transliterates all classroom discussions, conversations, and school assemblies.
- Utilizes effective interpreting techniques to meet the needs and interests of individual students.
- Respects confidentiality in all areas of interpreting /transliterating assignments.
- Adequately prepares for classroom instruction by become familiar with vocabulary and the concepts of the material being presented and how to produce information in the target language.
- Fosters independence in students by directing the student to the teacher when the student has questions and by advocating for their needs.
- Exhibits knowledge of special education rules and regulations associated with implementation of state and federal laws.
- Maintains confidentiality of information in accord with requirements of the law under FERPA, HIPPA, NAIE Guidelines, NAIE Code of Ethics and the RID Code of Ethics.
- Strives to further knowledge and skills through participation in professional development.
- Exhibits understanding of students and their needs; especially Deaf, Hard of Hearing and Cochlear Implant students served by the school.
- Demonstrates appropriate and effective student management.
- Maintains an appropriate student/adult relationship.
- Demonstrates knowledge of child growth and development.

Support Services

- Uses time effectively.
- Demonstrates knowledge and skill in area of responsibility.
- Demonstrates skillful and creative use of instructional aids and materials.

Administrative Services

- Complies with school system policies and implements school philosophy and program.
- Displays dependability and punctuality in attendance and in meeting obligations.
- Exhibits professional ethics.
- Demonstrates appropriate and effective interpersonal skills.
- Recognizes and follows established communication channels.

Additional Responsibilities

- Exhibits a willingness to accept and use suggestions for improvement.
- Develops and implements a Professional Growth Plan in consultation with the supervisor.
- Uses evaluations to grow professionally.
- Participates in school sponsored activities as sponsor, advisor, and/or participant.
- Performs other duties/tasks as assigned by teacher(s), lead interpreter and/or principal
- Attends parish approved staff development

Minimum Qualifications

- High School Diploma
- Ability to relay spoken/oral and/or signed communication (finger spelling, sign language, speech expression), to convey meaning across all educational environments.
- Completion of the certification standards that have been set by the State Department for Educational Interpreters (pre-hire screening).
- Ability to work with special educational students across multiple environments.
- U.S. Citizen or authorized alien.
- Physical and mental stamina and the ability to perform job functions, tasks and duties.

Terms of Employment: Nine months

Reports to: Director of Students with Exceptionalities and Coordinator of Programs and Services (DHH)

Supervises: none

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certificated Personnel.

Approved by: _____

DATE: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Reviewed and Agreed to by: _____

DATE: _____

Employee

Employee's Name (Please Print)

Employee Identification Number