

Washington County School District Job Description

Job Title: Certified American Sign Language (ASL) Interpreter
Department: Special Education
Reports To: Principal
FLSA Status: Nonexempt
Salary Schedule: SA lane 3 (see ASL Interpreter Salary Schedule Assignment)
Prepared By: Director of Special Education
Prepared Date: January 9, 2013 (revised 9/3/2015)
Approved By: Director of Human Resources
Approved Date: January 14, 2013 (revised 9/3/2015)

SUMMARY

Works under the direction of the Special Education Case Manager to provide educational interpretation for students who are deaf/hard of hearing.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Provides instructional support and assistance to students who are deaf/hard of hearing.

Interprets instructor's lectures, comments and questions for deaf/hard-of-hearing students in a mainstream classroom setting, or other settings during the school day.

Interprets students' questions and statements.

Interprets for school functions as assigned.

Adapts signing level and system to the communication needs of the students, keeping independence for students as overarching goal.

Tutors and re-teaches concepts as appropriate under the supervision of the classroom instructor.

Follows the code of ethics for certified interpreters.

Participates cooperatively as a member of the educational team.

Contacts Interpreter Team Leader when assigned student is absent to help cover other district needs for those days.

Assists in coordinating note taking for students as needed.

Communicates regularly with instructor about student progress and concerns.

Follows schedule as determined by instructor.

Attends in-services and additional classes to improve signing skills. Participates in relevant District training to enhance knowledge of school procedures.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Ability to work effectively with individuals with disabilities. Ability to learn tasks quickly and work with a minimum of supervision. Previous experience working with individuals with and without disabilities preferred.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or 48 college credit hours from a college or technical school; or passing results (460) on the Para Professional Assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess an active Utah Interpreter Certification recognized by the Utah State Board of Education. The certification must be applicable to the assignment grade level as listed in the examples below:

*EIPA Elementary- limited to K-6 classroom settings

*EIPA Secondary- limited to 7-12 classroom settings

*All other Utah Interpreter Certifications recognized by the Utah State Board of Education do not have classroom setting limitations (for example RID, NAD level IV or above, or NIC certifications)

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to maintain discipline among students. Ability to conduct learning activities with small groups of students. Ability to meet and interact with teachers and students with tact, courtesy, and discretion.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to learn special needs of particular individuals. Ability to learn and follow rules and regulations as they apply to job assignment. Ability to learn emergency procedures. Ability to follow directions.

PHYSICAL DEMANDS The physical demands described here 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 the essential functions.

The employee is required to be able to lift 40 lbs, spend long periods of time on floor (kneeling or sitting), and move about to various parts of school buildings. Ability to escort and assist children as necessary.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Certified American Sign Language (ASL) Interpreter Salary Schedule Assignment

Certified ASL Interpreters will be assigned to lane 3 of the SA salary schedule. Step placement will be based on the type of Utah Interpreter Certification as indicated below:

Step 0 (\$20 per hour): Temporary Permit Holder (does not have a Utah Interpreter Certification)

Step 1 (\$23 per hour): Novice Utah Interpreter Certification, includes:

- ❖ EIPA score between 3.5 – 3.9

Step 2 (\$28 per hour): Professional Utah Interpreter Certification, includes:

- ❖ RID (Registry of Interpreters for the Deaf)
- ❖ NAD level IV or above
- ❖ NIC (National Interpreter Certification)
- ❖ EIPA score of 4.0 or greater