

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INTERPRETER

SALARY SCHEDULE: SSP9 – SSP13

QUALIFICATIONS:

- EIPA score of 3.0 to 5.0 or the RID certification.
- SSP9 EIPA 3.0 – 3.3
- SSP11 EIPA 3.4 – 3.6
- SSP12 EIPA 3.7 – 3.9 or RID Certification
- SSP13 Bachelor's degree and EIPA 4.0 - 5.0 or Bachelor's degree and RID certification

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interpret educational content fluently. Knowledge of understanding developmental needs of deaf and of hearing impaired children.

REPORTS TO:

Principal

JOB GOAL

To provide interpreter services in an educational setting in a manner consistent with the Code of Professional Conduct and the Standard Practice Paper from RID as well as the EIPA Guidelines of Professional Conduct for Educational Interpreters.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide interpreter services in the educational setting for assigned students.
- * (2) Participate as a member of the instructional team, interpret directions, and assist in providing continuity of instruction for students with hearing loss.
- * (3) Confer with teachers certified in hearing disabilities on a regular basis regarding the communication needs of students who are deaf or hard of hearing in order to prepare appropriately for educational interpreting services.
- * (4) Serve as a liaison between students with hearing loss, their hearing peers, staff, and faculty members.
- * (5) Be available, on an as-needed basis and as scheduling permits, as an interpreter for tutoring for students with hearing loss and for functions outside the classroom during regularly scheduled school hours.
- * (6) Perform additional tasks related to the instruction of students with hearing loss under the direction of the teacher certified in hearing disabilities.
- * (7) Perform clerical duties as assigned.
- * (8) Assist in creating a safe learning environment.
- * (9) Implement classroom activities as directed.
- * (10) Assist staff members with behavioral management.
- * (11) Assist with the development of instructional materials.
- * (12) Assist with the preparation of accurate records and reports.
- * (13) Assist with assessing student progress.
- * (14) Communicate effectively with staff and parents.
- * (15) Use specialized equipment as required.

INTERPRETER (Continued)

- * (16) Intervene, when appropriate, to situations concerning discipline of students.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Provide for a safe and secure workplace.
- * (19) Model and maintain high ethical standards.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school matters.
- * (22) Maintain positive relationships with staff and vendors.
- * (23) Participate in workshops and training sessions as required.
- * (24) Keep supervisor informed of potential problems or unusual events.
- * (25) Respond to inquiries and concerns in a timely manner.
- * (26) Follow all School Board policies, rules and regulations.
- * (27) Exhibit interpersonal skills to work as an effective team member.
- * (28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities