

	GROTON AREA SCHOOL DISTRICT 06-6	NEPN Code: GDB-R
	POLICIES AND REGULATIONS	

### **Job Description: Certified Sign Language Interpreter**

The job of Sign Language Interpreter is done for the purpose(s) of facilitating communication between persons who are deaf and hard-of-hearing and others; conveying teacher instruction and intent; assisting students with daily activities; providing voice to sign and sign to voice support; participating as a team member to plan, review, and share information; and serving as a resource to other school personnel requiring assistance with hard of hearing and deaf person(s).

This job reports to the appropriate Building Principal.

### **Essential Functions**

- Assists in modifying curriculum and classroom materials for the purpose of meeting the needs of deaf or hard of hearing student(s).
- Assists deaf and hard of hearing students in academic and nonacademic activities, individually or in groups (e.g. regular classroom, library, computer lab, sports, music, assemblies, special events, etc.) for the purpose of presenting and/or reinforcing concepts.
- Implements, under the supervision of the assigned teacher, instructional/behavioral programs and lesson plans for the purpose of assisting the teacher in improving the students' academic and life skill success through a defined course of study.
- Interprets or transliterates all language necessary during classroom instruction for the purpose of facilitating effective communication.
- Maintains daily notebook/log for the purpose of tracking student objectives for their Individual Educational Plan (IEP).
- Monitors individual students for the purpose of providing assistance as needed and ensuring a safe and positive learning environment.
- Participates in meetings (e.g. staff/faculty inservice, workshops, IEPs, parent/teacher meetings, etc.) for the purpose of receiving and/or conveying information related to serving the general goals of education to the deaf or hard of hearing.
- Provides support/tutoring to the deaf or hard of hearing student for the purpose of facilitating communication and/or reinforcing classroom objectives.
- Responds to inquiries (e.g. parents, teachers, staff, etc.) for the purpose of providing information or referring to appropriate personnel.
- Tutors deaf or hard of hearing students in a variety of subjects for the purpose of supplementing their daily class activities and enhance the learning.
- Adhere to interpreters Code of Ethics for the purpose of maintaining student/interpreter relationship and a professional working environment.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

Skills, Knowledge, and Abilities

**Skills** are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications, and preparing and maintaining accurate records.

**Knowledge** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; fluent in receptive and expressive sign language; and interest and commitment toward the welfare of young people.

**Ability** is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; and willingness to accept and carry out work directions provided by the teacher and/or Principal.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. Some district buildings are not climate controlled.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job-related education with study in job-related area.

**Certificates:** Valid Driver's License and Evidence of Insurability.  
South Dakota and/or National Deaf Certification

**Continuing Education/Training:** Maintain certification.

**Clearance:** FBI/DCI finger print based criminal history background check.

[ADOPTED: 01/13/2020]

I have read and understand the job description for Certified Sign Language Interpreter.

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Printed Name

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Signature

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Date