

Hobbs Municipal Schools Job Description

Position: Educational Sign Language Interpreter

Supervisor: Director of Special Education/Building Principal/Deaf Education Coordinator

General Job Description: Facilitate communication between the deaf/hard of hearing student school staff and his peers.

Qualifications:

1. High school diploma or GED
2. Level 3.5 EIPA or 3.0 RID certification

Essential Duties and Responsibilities:

1. The Educational Sign Language interpreter adjusts to and complies with the approved code of ethics for educational Sign Language interpreters.
2. The Educational Sign Language interpreter is able to interpret spoken English into the language of the student (signed English, ASL, PSE)
3. The Educational Sign Language interpreter is able to translate the language of the student into spoken English
4. The Educational Sign Language interpreter upholds and helps to enforce school rules, administrative rules, and school board policies.
5. The Educational Sign Language interpreter works cooperatively with teachers, school staff, supervisors, and administrators to help implement intervention strategies to meet goal of the IEP
6. The Educational Sign Language interpreter continues professional growth through participation in in-service activities and interpreter training opportunities.
7. The Educational Sign Language interpreter maintains ethical standards for relationships with students, parents and school staff
8. The Educational Sign Language interpreter meets/plans with the classroom teacher in order to be familiar with language and concepts
9. The Educational Sign Language interpreter conveys information in an unbiased manner
10. The Educational Sign Language interpreter will convey the social-emotional content of the message through appropriate facial expressions and body language
11. The Educational Sign Language interpreter will be punctual and will follow schools schedules in order to be in the assigned class locations at the assigned times
12. The Educational Sign Language interpreter will notify the supervisor when not appropriately trained or prepared for a specific interpreting assignment
13. The Educational Sign Language interpreter will maintain appropriate Educational Sign Language interpreter certification
14. The Educational Sign Language interpreter will maintain professional appearance, poise and self-control
15. Complete other tasks as deemed appropriate by the immediate supervisor and/or the Tutoring with teacher supervision and planning

Additional Duties and Responsibilities:

1. Tutoring with teacher supervision and planning
2. Provide in-service education to staff and serve as a consultant to teachers and school staff on topics concerning educational interpreting
3. Other tasks as deemed appropriate and necessary by the supervisor and/or school administration (so long as these tasks do not conflict with the educational interpreter's principal duty of communication facilitation)

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.