

**PENINSULA SCHOOL DISTRICT**  
**Job Description**

**INTERPRETER**

**JOB SUMMARY:**

This position provides sign language interpreting for a deaf student placed in a regular classroom and other educational settings, under the direction of the classroom teacher(s). Responsibilities include signing/interpreting teachers and other students spoken language, tutoring the deaf student as necessary in any content area where tutoring may be needed, and monitoring student behavior.

**DUTIES AND RESPONSIBILITIES:**

1. Accompanies deaf student throughout the day to classes and interprets spoken language. Works with classroom teacher or teacher of hearing impaired to interpret instruction and to follow IEP.
2. Tutors student individually as necessary in a variety of learning activities; promotes student understanding of materials presented. Reinforces and reviews concepts and skills.
3. Assists teacher in monitoring student behavior and disciplines hard of hearing or deaf student as authorized.
4. Acts as role model to demonstrate appropriate behavior to students; assists teacher in maintaining a classroom atmosphere conducive to learning.
5. Will be called upon to interpret at parent conferences or other meetings as necessary.
6. Types, grades papers and maintains lesson plans as necessary.
7. Participates as a part of the instructional team. Interprets/translates directions and assist in providing continuity of instruction through tutorial support as directed by the classroom teacher.
8. Interprets/translates into sign language all appropriate activities in the classroom and other educational settings. Includes, but not limited to lectures, discussions, films, special projects, assemblies, field trips, and athletic activities.
9. Performs reverse interpreting as needed.
10. Be available as needed for school functions outside the classroom during regularly scheduled school hours.
11. Provides liaison support to promote good public relations among the hearing impaired, hearing peers, staff, and faculty members.
12. Confers with classroom teacher and teacher of the hearing impaired student in order to be better prepared for interpreting services.
13. Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

Reports to Principal; receives lead direction/assignments from classroom or resource room teacher.

**WORKING CONDITIONS:**

Experiences interruptions. Requires flexibility due to frequent shifts in focus between classes/assignments. Requires stamina to serve as only interpreter for six class periods. Occasionally required to deal with angry or upset student(s). Exposed to infectious diseases carried by students. May be required to work extra hours on occasion around school activity that student is involved with.

**AFFILIATION:** PSE-Clerical

**FLSA:** Covered

**MINIMUM QUALIFICATIONS:**

**Education & Experience**

High school graduation or equivalent. Experience working as an interpreter with school-aged individuals. Experience in a school setting desired. Completion of a recognized two-year sign language interpreter training program preferred; additional qualifying experience desirable.

**Allowable Substitution**

None

**Knowledge, Skills & Abilities**

Proficient knowledge of sign language.

Proficient knowledge of basic subject areas, such as spelling, writing, reading, and arithmetic.

Ability to deal with students in a warm and confident manner.

Ability to maintain confidentiality in all work related matters.

Ability to organize tasks and set priorities within established parameters.

Ability to remain flexible to changes in assignment or situation.

Ability to follow instructions.

Ability to be fair and consistent when working with students.

Must strive for an above average record of attendance, punctuality and reliability.

Ability to learn and operate a microcomputer.

Ability to establish and maintain effective working relationships with staff, students, and parents.

**Licenses/Special Requirements**

Must be fluent in signing.

Must maintain a current first aid and CPR card as required by the District.