Deaf Education Aide Interpreter

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Special Populations

**Dept/Campus:** Assigned Campus **Paygrade:** Para-8

**Wage/Hour Status:** Nonexempt **Date Revised:** November 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Provide interpreting services for hearing impaired students in a variety of educational settings.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED

Valid certification as interpreter granted by the Registry of Interpreters for the Deaf or the Department of Assistive and Rehabilitative Services Division for Deaf and Hard of Hearing Services (DARS/DHHS)

**Special Knowledge/Skills:**

Must be 18 years of age

Ability to interpret in an educational setting

Knowledge of interpreter role and Registry of Interpreters for the Deaf Code of Ethics

Ability to communicate effectively

Ability to work with hearing impaired students

Ability to read and interpret documents

Ability to write routine reports and correspondence

Ability to speak effectively to groups

**Experience:**

Some experience working with children

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Interpret in educational settings including classrooms, co-curricular activities, school-related programs and meetings, conferences, staff development, and other situations.

2. Attend and interpret Admission, Review, and Dismissal (ARD) Committee meetings as needed.

3. Tutor hearing impaired students under the direction of classroom teacher.

4. Assist assigned students with personal care including feeding and bathroom needs as necessary.

5. Help maintain administrative records and prepare required reports.

6. Help manage student behavior, including intervening in crisis situations.

7. Assume responsibility for learning and adapting to each student’s communication needs.

8. Assist the Deaf Education teacher in preparing instructional materials.

9. Keep teacher informed of special needs or problems of assigned students.

10. Maintain confidentiality.

11. Participate in professional development programs, faculty meetings, and special events as assigned.

**EQUIPMENT USED:**

# Copier, calculator, computer, and printer

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Works with frequent interruptions

**Physical Demands:**

Repetitive hand motions; prolonged use of computer

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date