

**North Wasco County School District**  
**Job Description – Certified Sign Language Interpreter**

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**Title:** Certified Sign Language Interpreter

**Classification:** Classified ESP

**Reports To:** Director of Special Education

**Work Year:** 186

**Job Purpose Statement**

The job of Interpreter for the Hearing Impaired was established for the purpose/s of facilitating communication between persons who are deaf and/or hard of hearing and others; using sign language to convey teacher instruction and intent; assisting students with daily activities; providing voice to sign, sign to voice oral transliterate 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.

**Qualifications**

**Education:** High School diploma or equivalent and College Degree Associate's Degree (Bachelor's Degree preferred).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The interpreter should be present at IEP meetings as member of the educational team, and not as an interpreter.
- Be able to share observations about how well the assigned student understands the interpreted classroom or any other issues related to interpreting.
- When dealing with any student behaviors, such as inattention, the interpreter should work under the guidance of the classroom teacher and possibly the teacher of the deaf.
- Minor, incidental interpreting expansions of classroom communication may be appropriate on occasion.
- The educational interpreter should assess the classroom environment and develop strategies with the educational team regarding seating arrangements, lighting, use of media, turn-taking, and other factors that may impact the interpreting process and access to the classroom content.

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing. Valid Driver's License and Evidence of Insurability. Certificate of Proficiency issued by one of the following:

- Registry of Interpreters for the Deaf (RID) or ASL Certified
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

**Experience:** Prior job related experience paid or volunteer in providing ASL interpreter is preferred.

**Essential Duties and Responsibilities** include the following: *(Other duties may be assigned)*

- Assists deaf and hard of hearing students in academic and nonacademic activities, individually or in groups as well as deaf or hard of hearing staff and parents (e.g. classroom instruction, non-captioned movies, tests, library, computer lab, recess, sports, music, assemblies, special events, after school activities, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Implements, under the supervision of assigned teacher, instructional/behavioral programs and lesson plans for the purpose of assisting the teacher in improving students' academic and life skill success through a defined course of study.
- Interprets at various meetings as may be requested (e.g. IEP, individual teacher/parent conferences, etc.) for the purpose of receiving and/or conveying information with deaf or hard of hearing participants.
- Interprets or transliterates all language necessary for student's education for the purpose of facilitating effective communication.
- Participates in meetings (e.g. staff in service, workshops, etc.) for the purpose of receiving or conveying information related to serving the general goals of education to the deaf or hard of hearing.
- Prepares for daily classroom lectures and activities (e.g. set up for speaker, review materials ahead of lectures, etc.) for the purpose of ensuring a clear understanding and interpretation.

- 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 from administrators, teachers and other staff 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 daily classroom learning and promoting student success.

**Supervisory Responsibilities:**

Supervision is not normally a responsibility of this position. However, the employee may be assigned as needed.

**Language Skills:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures
- Ability to read and comprehend instructions, correspondence and memos
- Ability to write reports, business correspondence, school handbooks and procedure manuals
- Ability to effectively present information and respond to questions from individuals or groups

**Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by machine.

**Reasoning Ability:**

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Physical Demands:**

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 may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:
 

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:
 

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

- { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
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**Mandatory Child Abuse Reporting:** As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

**EMPLOYEE STATEMENT:**

*"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."*

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Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date