

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### INTERPRETER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) One (1) year experience in communicating through sign language (i.e., daily living experiences, and/or employment.
- (3) AA Degree and/or Educational Interpreter Certification may be used in lieu of the one (1) year required experience.
- (4) Good communication through sign language, as well as the ability to communicate orally and in written form.
- (5) Good math skills.
- (6) Ability to establish and maintain positive working relationships with others.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of sign language appropriate for the position and skill in applying that knowledge with individuals who have hearing or other impairments that preclude reliance on oral communication. Ability to follow oral and written directions. Satisfactory clearance of a Criminal History Record Check. Ability to pass the Parapro Exam.

#### REPORTS TO:

Teacher/Principal

#### JOB GOAL

To provide sign language interpreting services and routine teacher aide services as assigned.

#### PERFORMANCE RESPONSIBILITIES:

- (1) Provide sign language interpreting services in staffings or other settings as necessary.
- (2) Interprets in sign language all activities in the classroom. This may include lectures, conversations, films, special projects, assemblies, etc.
- (3) Provide voice interpreting as needed.
- (4) Serves as a liaison to promote good public relations between the student, parents, staff and faculty members.
- (5) Performs routine teacher aide functions, both in the regular and special education classrooms when assigned, under the direction and supervision of the teacher.
- (6) Attends and participates in inservice programs and staff meetings as approved by the building administrator.
- (7) Helps students master equipment of instructional materials assigned by the teacher.
- (8) Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- (9) Assist the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
- (10) Guides independent study, enrichment work and remedial work set up and assigned by the teacher.

- (11) Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.
- (12) Operates and cares for equipment used in the classroom for instructional purposes.
- (13) Distributes and collects workbooks, papers and other materials for instruction.
- (14) Administers scores and records such achievement and diagnostic tests as the teacher recommends for individual students.
- (15) Keeps bulletin board and other classroom learning displays up to date.
- (16) Assists with such large group activities as drill work, reading aloud and story telling.
- (17) Reads to students, listens to students read and participate in other forms or oral communication with students.
- (18) Assists students in the library or media center. (1 g) Checks notebooks, corrects papers and supervises testing and make-up work as assigned by the teacher. (20)Checks and records collection of money when assigned.
- (21) Helps students with their clothing when needed.
- (22) Assists with lunch, snack, and clean-up routines.
- (23) Assists with wash-up and toilet routines.
- (24) Alerts the teacher to any problem or special information about the individual student.
- (25) Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- (26) Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of the teacher.
- (27) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Group 9 of the ESP Salary Schedule  
DOE Job Code 52028**

**Revised Board Approval 04/11/2017**