

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

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| Job Title: | Interpreter Advanced | Wage/Hour Status: | Nonexempt |
| Reports To: | Coordinator Special Ed Services RDSPD Teacher Supervisor | Date Revised: | 04/16/2018 |
| Dept./School: | Regional Day School | | |

Primary Purpose:

Interpret in sign language all communication that occurs in the classroom for students who are deaf or hard of hearing and require total communication. Assist the teacher in reverse interpreting comments, questions, or responses by these students. Work under the supervision of a teacher/team leader/ supervisor certified in education of the deaf and/or hard of hearing.

Qualifications:

Education/Certification:

High school diploma or equivalent

Licensed by the Board for Evaluation of Interpreters under the auspices of the Texas Commission for the Deaf and Hard of Hearing (Level III, Level IV, Level V, or Advanced) or by the Registry of Interpreters for the Deaf (NCI Advanced and NCI Master)

Special Knowledge/Skills:

Ability to work well with children

Ability to interpret in or willingness to learn Signing Exact English (SEE) system

Experience:

Prior experience interpreting in sign language

Major Responsibilities and Duties:

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Uphold and enforce school rules, administrative regulations, and state and local board policy; adhere to a professional code of Ethics set forth by the Registry of Interpreters for the Deaf and the National Association of the Deaf

Work with individual students or small groups to communicate in the classroom and to complete assignments as assigned by the lead interpreter or team leader

Assist in supervising students throughout the school day, both inside and outside the classroom as assigned by the lead interpreter or team leader

Keep the teacher informed of any special needs or problems of individual students

Encourage children to practice self-advocacy

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Assist in inventory, care, and maintenance of equipment

Participate in staff development training programs, faculty meetings, and special events, as needed

Provide orientation and assistance to substitute teachers

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Uses copier, typewriter, computer, laminator, Texas Relay, and audiovisual equipment

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent districtwide and statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 04-16-18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____