

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	INTERPRETER/TRANSLITERATOR	File 505
Reports to:	Principal and assigned teacher	
Job Objectives:	Provides interpretive services to facilitate communications between students with hearing and/or communication disabilities and other individuals. Serves as an educational team member striving to equalize the source (English) and target (sign) languages to support a productive learning environment.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio interpreter for the hearing impaired license.· Interpretation or Transliteration Certificate in American Sign Language (ASL).· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Proficient in communication skills for the target language (e.g., American Sign Language (ASL), Pidgin Signed English (PSE), and/or Signed Exact English (SEE).· Strong voicing skills including fluency in reception and expression.· Skilled in the use of alternative forms of communication (e.g., gestures, mime, etc.).· Open to use of a total communication approach.· Self-directed, congenial disposition, and strong interpersonal skills. <p><i>Note:</i> Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and/or behavioral management training.</p>	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides interpretive services. Uses communication methods that best meet the needs of assigned students. Works with staff to ensure that services are provided in the least restrictive educational environment. Helps maintain a positive learning environment.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.· Promotes the effective use of interpretative services (e.g., consumer training, etc.).· Collaborates with the educational team to address supplemental service needs (e.g., remedial or enrichment activities, personal care concerns, etc.).· Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Helps mediate student concerns discreetly.· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.· Offers suggestions to facilitate educational activities (e.g., testing	

modifications, recording student responses, etc.).

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- Helps teachers implement classroom modifications/accommodations as requested.
 - Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
 - Participates in intervention assistance team (IAT) meetings when requested.
 - Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
 - Respects personal privacy. Maintains the confidentiality of privileged information.
 - Takes precautions to ensure staff/student safety. Does not leave assigned students unsupervised.
 - Maintains high standards and upholds the student conduct code.
 - Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
 - Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
 - Reports evidence of suspected child abuse as required by law.
 - Participation in conferences, open houses, and other school events may be required.
 - Participates in staff meetings and professional growth opportunities as directed.
 - Accepts personal responsibility for decisions and conduct.
 - Wears appropriate work attire and maintains a neat appearance.
 - Strives to develop rapport and serve as a positive role model for others.
 - Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.

- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.

- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.