

JEFFERSON COUNTY SCHOOLS Job Description

POSITION: Professional Educational Interpreter (Itinerant)

IMMEDIATE SUPERVISOR: Director of Pupil Services/Building Administrator

FLSA STATUS: Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE

SALARY: Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Teacher Salary Schedule, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Code §ISA-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY: The interpreter provides interpreting and/or transliterating services for Deaf consumers and hearing consumers in the educational environment. This environment includes classrooms, field trips, assemblies, counseling sessions, club meetings, extracurricular activities, IEP meetings, and other educational settings. The interpreter facilitates communication through use of sign language, spoken English, cultural mediation, and knowledge about visual accessibility.

PERFORMANCE RESPONSIBILITIES:

- Provide interpreting and/or transliterating services for deaf consumers and hearing consumers in the educational environment
- Facilitate communication through use of sign language, spoken English, cultural mediation, and knowledge about accessibility
- Interpret within social and academic settings, direct and overheard conversations, class instruction, lectures, and tests, assemblies, field trips, IEP meetings, and other educational settings...etc
- Keep all assignment-related information strictly confidential
- Encourage staff members to collaborate with each other instead of using the interpreter as a source of information
- If requested, give information to the IEP team about the student's skills regarding use of interpreting services, do not give/include opinions about the student's academic or social progress, and refer questions about improvement, grades, etc. to the teachers
- Prepare for any and possibly all course material, as necessary, for successful interpreting/transliterating
- Educate consumers about using interpreting services and providing visual access to deaf and hard of hearing students
- Assist in education of staff about note-takers and captioned materials

- Perform any other duties as assigned by the Director of Pupil Services and/or Building Administrator
- other responsibilities such as tutoring, supervising, disciplining, and evaluating students are also inappropriate and cause confusion about the interpreter's role

QUALIFICATIONS:

Meets the definition of professional personnel in WV Code §18A-1-1; Criminal background check conducted pursuant to WV Code §18-5-ISc and/or §ISA-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a. Possesses at least a bachelor's degree from an accredited institution of higher learning; a minimum score of 3.6 on the Educational Interpreter Performance Assessment; A passing score on the Educational Interpreter Performance Assessment-Written Test (EIPA-WT).

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.

PHYSICAL DEMANDS:

The physical demands described 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.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.