

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Sign Language Interpreter/Transliterator	
<i>Supervisor:</i> Building Principal and Teacher of the Deaf	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 10

**Job Summary**

Interprets/transliterates spoken language into sign language for hearing impaired students and interprets/transliterates sign language into spoken language for students and teachers; performs routine instructional aide functions related to the instruction of the hearing-impaired student(s).

**Essential Job Functions**

Transliterates or interprets into sign language all classroom activities (teacher language, peer conversations, student contributions, films, assemblies, etc.) for the hearing impaired student.

Performs sign-to-voice interpreting as needed for students and teachers.

Meets with classroom teachers to determine information to be covered, specific vocabulary, and to ascertain information that may need explanation.

Serves as a liaison to promote positive public relations between hearing impaired students and their hearing peers and teachers.

Attends appropriate in-service training programs, staff meetings, and individual student conferences as requested by supervisor.

Meets on a regular basis with appropriate teacher of the hearing impaired.

Performs routine instructional aide functions:

- a. Implements specific instructional programs and activities with student as determined by the classroom teacher or teacher of the deaf students.
- b. Performs related duties as directed by the classroom teacher and/or teacher of the deaf when hearing impaired student does not require services and interpreter is not preparing for other interpreting assignments, such as developing specialized signs.

Keeps all assignment related information confidential in accordance with federal and state guidelines and board policy.

Is familiar with and complies with national Registry of Interpreters of the Deaf, Inc. (RID) Code of Ethics as follows:

- a. Keeps all assignment related information strictly confidential outside the educational setting.
- b. Renders interpreted messages faithfully, always conveying the content and spirit of the speaker, using language most readily understood by the persons whom they serve.
- c. Does not counsel, advise, or interject personal opinions while in an interpreter role.
- d. Dresses in a manner which is not distracting.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Computer, copy machine, laminator.

**Independent Decisions**

Decisions of a routine, job-related nature.

**Primary Working Contacts**

Special education department, school principal, school staff in relation to students, and daily contact with students.

**Responsibility for Cash, Equipment, Safety**

Monitors safety of students in the classroom.

**Supervision Received and Exercised**

None given; oral or written daily assignment received from the classroom teacher and/or building administrator.

**Unusual Working Conditions**

May work in several different classrooms.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. Completion of appropriate interpreter academic training program or equivalent experience required to present a score of 4.0 or better on the Educational Interpreter Performance Assessment (EIPA).
3. Six (6) months of experience in educational settings and tutoring background.
4. Knowledge of deaf culture and strong understanding of English language.

5. Knowledge of linguistics, language development, and American Sign Language (vocabulary, syntax, morphology) structures.
6. Effective interpersonal skills.
7. Must demonstrate competency on videotaped skills test by presenting a score of 4.0 or better on the EIPA and passing score on the EIPA written test. Interpreters who score a 3.0 may be hired, with the condition that they raise their score to 4.0 within two (2) years. To maintain a highly qualified standing, a minimum of 60 contact hours of continuing education must be completed and documented every five (5) years: 30 hours in the area of knowledge and 30 hours in the area of skills. Documentation of these hours shall be provided and kept on file at the district's special education office.
8. Ability to render interpreted messages faithfully, always conveying the content and spirit of the speaker, using language most readily understood by the persons being served.

The following are preferred:

1. One (1) year of experience in educational settings and tutoring background.
2. Passing score on the EIPA written test.
3. RID certification.

#### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**