

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL AIDE – INTERPRETER

SALARY SCHEDULE: SSP7

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

60 hours equivalence from an accredited college or university or high school diploma and passing score on the Para Pro Assessment Test.

No interpreting certification requirement. Must exhibit appropriate signing skills as determined by the interview committee, which must include a teacher of the Deaf and Hard of Hearing program.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently. Ability to use basic sign language to assist students.

REPORTS TO:

Principal or Designee

JOB GOAL

To provide interpreter services in an educational setting in a manner consistent with the Code of Professional Conduct.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide interpreter services in the educational setting for assigned students.
- * (2) Ability to use sign language to assist students with communication.
- * (3) Assist in creating a safe learning environment.
- * (4) Implement classroom activities as directed.
- * (5) Assist staff members with behavioral management.
- * (6) Assist with the development of instructional materials.
- * (7) Assist with the preparation of accurate records and reports.
- * (8) Assist with assessing student progress.
- * (9) Communicate effectively with staff and parents.
- * (10) Use specialized equipment as required.
- * (11) Intervene, when appropriate, to situations concerning discipline of students.
- * (12) Demonstrate initiative in the performance of assigned responsibilities.
- * (13) Provide for a safe and secure workplace.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school matters.
- * (17) Maintain positive relationships with staff and vendors.

PARAPROFESSIONAL AIDE III – INTERPRETER (Continued)

- *(18) Participate in workshops and training sessions as required.
- *(19) Keep supervisor informed of potential problems or unusual events
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- *(24) Sustained focus and attention to detail for extended periods of time.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

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 the 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.

Job Description Supplement No. 03

*Essential Performance Responsibilities