SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INTERPRETER

SALARY SCHEDULE: SSP9 – SSP13

QUALIFICATIONS:
   EIPA score of 3.0 to 5.0 or the RID certification.
   SSP9   EIPA 3.0 – 3.3
   SSP11  EIPA 3.4 – 3.6
   SSP12  EIPA 3.7 – 3.9 or RID Certification
   SSP13  Bachelor’s degree and EIPA 4.0 - 5.0 or Bachelor’s degree and RID certification

KNOWLEDGE, SKILLS AND ABILITIES:
   Ability to interpret educational content fluently. Knowledge of understanding developmental needs of deaf and of hearing impaired children.

REPORTS TO:
   Principal

JOB GOAL
   To provide interpreter services in an educational setting in a manner consistent with the Code of Professional Conduct and the Standard Practice Paper from RID as well as the EIPA Guidelines of Professional Conduct for Educational Interpreters.

SUPERVISES:
   N/A

PERFORMANCE RESPONSIBILITIES:
   * (1)  Provide interpreter services in the educational setting for assigned students.
   * (2)  Participate as a member of the instructional team, interpret directions, and assist in providing continuity of instruction for students with hearing loss.
   * (3)  Confer with teachers certified in hearing disabilities on a regular basis regarding the communication needs of students who are deaf or hard of hearing in order to prepare appropriately for educational interpreting services.
   * (4)  Serve as a liaison between students with hearing loss, their hearing peers, staff, and faculty members.
   * (5)  Be available, on an as-needed basis and as scheduling permits, as an interpreter for tutoring for students with hearing loss and for functions outside the classroom during regularly scheduled school hours.
   * (6)  Perform additional tasks related to the instruction of students with hearing loss under the direction of the teacher certified in hearing disabilities.
   * (7)  Perform clerical duties as assigned.
   * (8)  Assist in creating a safe learning environment.
   * (9)  Implement classroom activities as directed.
   *(10)  Assist staff members with behavioral management.
   *(11)  Assist with the development of instructional materials.
   *(12)  Assist with the preparation of accurate records and reports.
   *(13)  Assist with assessing student progress.
   *(14)  Communicate effectively with staff and parents.
   *(15)  Use specialized equipment as required.

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*(16) Intervene, when appropriate, to situations concerning discipline of students.
*(17) Demonstrate initiative in the performance of assigned responsibilities.
*(18) Provide for a safe and secure workplace.
*(19) Model and maintain high ethical standards.
*(20) Follow attendance, punctuality and proper dress rules.
*(21) Maintain confidentiality regarding school matters.
*(22) Maintain positive relationships with staff and vendors.
*(23) Participate in workshops and training sessions as required.
*(24) Keep supervisor informed of potential problems or unusual events.
*(25) Respond to inquiries and concerns in a timely manner.
*(26) Follow all School Board policies, rules and regulations.
*(27) Exhibit interpersonal skills to work as an effective team member.
*(28) Demonstrate support for the School District and its goals and priorities.
(29) 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