

GOOSE CREEK CISD JOB DESCRIPTION

JOB TITLE:	Educational Interpreter	FLSA:	Nonexempt
REPORTS TO:	Coordinator for Tri-County East Regional Day School Program for the Deaf	PAY GRADE:	PSS7/187 Days
DEPT/SCHOOL:	Special Education/Assigned Campus	DATE REVISED:	May 2014

PRIMARY PURPOSE:

Facilitate communication between the auditorially impaired student and the mainstream teacher. Interpret, as needed all interaction between the auditorially impaired students and their hearing peers.

QUALIFICATIONS:

EDUCATION/CERTIFICATION

High school graduate or GED

Certification in No Child Left Behind (N.C.L.B.) - **OR** - 48 or more college hours – **OR** –

Grandfathered in as per the Board of Evaluation of Interpreters

Meet and satisfy all employment requirements of GCCISD

SPECIAL SKILLS/KNOWLEDGE

Current Interpreter Level I or Basic Certification by the Registry of Interpreters or the Texas Department of Assistive and Rehabilitative Services/Board for Evaluation of Interpreters (BEI)

MINIMUM EXPERIENCE

Two years of experience working with children preferred, but not required

MAJOR RESPONSIBILITIES AND DUTIES:

1. Enforce school rules, administrative regulations, and state and local Board Policy.
2. Serve as interpreter in the classes assigned.
3. Interpret lectures and any classroom interaction which occurs during class period.
4. Reverse interpret for students during class discussion and for students to ask questions for clarification.
5. Interpret for students between classes, in assemblies, in meetings, and during lunch as needed.
6. Inform the responsible teacher and interpreter coordinator of any problems that may occur in the classroom and after-school interpreting assignments.
7. Work with mainstream teachers as needed in order to be better prepared for classroom lectures and tests.
8. Help the Tri-County East Regional Day School Program for the Deaf with clerical work and instructional assistance after all interpreting duties are completed.
9. Help monitor student activities.
10. Assist students with eating, using the bathroom, and maintaining personal hygiene, as needed.
11. Assist in managing aggressive behavior of students.
12. Between interpreting assignments, assist Tri-County East Regional Day School Program for the Deaf teachers; working with students as needed or performing clerical duties.
13. Maintain confidentiality.
14. Participate in staff development training programs and faculty meetings.
15. Perform any other duties assigned by Director. Additional duties assigned during the work week as may be specified on addendum if applicable.

EDUCATIONAL INTERPRETER Job Description continued

EQUIPMENT USED:

Personal computer, copier, typewriter, audio-visual equipment, closed captioning for the hearing impaired, amplification devices

WORKING CONDITIONS:

MENTAL DEMANDS

Ability to communicate effectively in English and Sign Language; maintain emotional control under stress; reading; flexibility to work with an often changing schedule, including campus changes

PHYSICAL DEMANDS

Repetitive motion; travel between various campuses; biological expose to bacteria and communicable diseases; assist with lifting and transfers of handicapped students; lift moderate to heavy equipment; physical restraint of students in emergency situations

ENVIRONMENTAL FACTORS

Indoor temperature controlled office environment

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by Immediate Supervisor	Date
Reviewed by Personnel Director	Date
Received by Employee	Date

Goose Creek Consolidated Independent School District is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, national origin, veteran status, disability or genetic information. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.