

**Educational Interpreter
(Sign Language)**

Job Description

Reports to: Special Education Administrator

Minimum Qualifications:

1. Possess or be able to obtain ISBE licensure as an Educational Interpreter.
2. Ability to read, write, and communicate in English to understand directions and communicate with students and staff.
3. Ability to physically move about the building.
4. Ability to make minor decisions in accordance with established procedures.
5. Ability to participate in approved behavior management procedures, Crisis Prevention Institute Training (CPI), and to apply training in crisis situations, including student restraints as needed.

Essential Job Functions:

1. Interprets teacher's and other students' comments to program students during classroom activities.
2. Interprets students' comments to teachers during classroom activities.
3. Review coursework materials in advance so that classroom activities can be conveyed early and accurately.
4. Researches and chooses signs to convey clear meanings in all settings.
5. Provides notetaking or arranges notetaking services.
6. Facilitates academic and personal communication for program students by providing interpreting services during tutoring sessions, counseling sessions, annual reviews, school assemblies, and after-school activities.
7. Provides information about students' communication and language needs consistent with the team's direction to teachers.
8. Exhibits knowledge of the language and communication needs of students who are deaf/hard of hearing and the ability to communicate with students who are deaf/hard of hearing.
9. Exhibits knowledge of the unique nature of educational interpreting/transliterating.
10. Exhibits exemplary interpersonal skills in dealing with students, staff, and parents.
11. Projects a positive image of the district to students, staff, and parents as well as exhibiting a positive and collaborative attitude on the job.
12. Educates students and staff in the strategies, processes, and protocol for using an Interpreter.
13. Advocates for communication access and models self-advocacy skills.
14. Participates in professional growth activities.
15. Participates in staff and building meetings as appropriate and requested.

General Responsibilities:

1. Act as a positive role model for students.
2. Maintains confidentiality.
3. Supports SEAPCO and local school district policies, goals, and objectives.