

SECTION 389    EDUCATIONAL INTERPRETER

POSITION TITLE:    EDUCATIONAL INTERPRETER  
 REPORTS TO:        Director of Special Education under the supervision of the teacher of the deaf or hard of hearing.

QUALIFICATIONS:

1. Ability to maintain confidentiality at all times.
2. Eligible for State of Wisconsin Educational Interpreter License - #884. License fee is the responsibility of the employee.
3. Trained in the use of American Sign Language, Signed English and other communication modes.
4. Good communication and interpersonal skills.
5. Ability to assume responsibility, display initiative, and exercise good judgement.
6. Certified or certifiable for first aid, CPR and other related certification and/or training.

GENERAL RESPONSIBILITIES:

The educational interpreter's primary function is to facilitate communication among students who are deaf or hard of hearing, their hearing peers, the classroom teacher, and other personnel in the school system. The educational interpreter provides interpreting and support services to students who are deaf or hard of hearing being educated in the school district. Other duties that may be performed when they do not interfere with interpreting include tutoring, participation in meetings, and being an active member of the school's educational team.

ESSENTIAL FUNCTIONS:

1. Maintains confidentiality at all times.
2. Provide expressive and voice interpreting for students who are deaf or hard of hearing.
3. Provide tutoring/review services as necessary and under the direction of the teacher for students who are deaf or hard of hearing when it does not interfere with the task of interpreting.
4. Assist with note taking for students who are deaf or hard of hearing.

OTHER FUNCTIONS:

1. Maintain adaptive equipment utilized by students who are deaf or hard of hearing.
2. Assist teacher of the deaf or hard of hearing in carrying out daily routine tasks.
3. At the request of the Director of Special Education, the interpreter may be asked to attend IEP or other meetings.
4. Provide interpreting for school functions outside of the classroom, extra curricular activities and meetings when requested in advance by the Director of Special Education.
5. Submit in a timely manner time sheets and Support Staff Personal Leave Request Form.
6. Perform other duties as assigned by the director of Special Education and/or the teacher of the deaf or hard of hearing.

Educational interpreters may be temporarily reassigned to ensure the smooth operation of the district in accordance with the collective bargaining agreement.

Approved: March 13, 2000  
 Revised: April 26, 2004