

Locator: 16.1 (a) Educational Paraeducator Interpreter
Adopted 10/16/97

JOB DESCRIPTION

TITLE: Educational Paraeducator Interpreter

DESCRIPTION: The educational paraprofessional interpreter's primary function is to facilitate communication among deaf and hard of hearing students and their hearing peer's, teachers, and other personnel involved in a student's education through the act of interpretation and transliteration. Other educationally related duties may be performed as appropriate when the interpreter is not required to do interpreting.

QUALIFICATIONS: Minimum - High School diploma. Competency in the production of spoken and written English. Have completed a basic sign language course, or equivalent experience, and register with the KSDE as an educational paraprofessional interpreter.

REPORTS TO: Assigned professional, Principal, HPEC Director/Assistant Director

JOB GOAL: Assist in the provision of special education and related services. Although paraprofessionals are employed and assigned to a professional, paraprofessionals are expected to work with teams of educators to provide support and services for students

PERFORMANCE RESPONSIBILITIES:

- Demonstrate strict standards of confidentiality
- Demonstrate punctuality at all times
- Demonstrates attitude that promotes a positive school environment
- Take responsibility for the quality of own work
- Provide support for students as planned by professional staff
- Organize and Prepare materials
- Assist students as needed, including mobility and self-help (diapering, feeding, dressing, signing ,assisting with hearing aids and auditory trainers, etc,)
- Demonstrate problem solving skills
- Teach self-responsibility
- Follow team prescribed procedures for academic, social, communication, and behavioral intervention plans
- Participate in collaborative planning
- Communicate and work collaboratively with general education teachers, administrators, and other special education service providers/ consultants
- Share in school wide duties as assigned and which do not conflict with student time
- Share in recordkeeping duties, including progress monitoring, as assigned by professional staff
- Participate in inservice and training, both required and as agreed upon by paraprofessional and professional staff (certification,signing classes, professional organizations, etc.)
- Support students in all school environments, including community-based training, extra curricular activities, and extended school year activities.

- Provide short-term coverage for professional and paraprofessional peers if assigned student is absent or if other circumstances allow.
- Seek assistance from other team members as needed to facilitate student progress
- Travel to/from schools as required by the job
- Responsibly lifts persons or equipment of 50 pounds or more using proper techniques (two or more people needed for weights above 50 pounds or for identified students with lifting concerns).
- Follow district and HPEC policy, protocol, procedures, and programs when implementing duties
- Demonstrate competency in understanding and expressing manually coded communication system appropriate to the student.
- Demonstrate the ability to interpret at a normal conversational rate.
- Demonstrate a willingness to continue to improve manual communication skills and interpreting which involves additional coursework or sign courses and may include summer courses or other related training.
- Interpret for staff and students in regular education classes. Teach basic sign language to students and staff in regular education classes within the school day.
- Assist in providing clarification of the interpreter role in the educational setting to staff and students.
- Interpret at meetings for parents who are deaf or hard of hearing.
- Move from grade level to grade level with student who is hard of hearing or deaf.
- If the student's needs warrant, demonstrate a willingness to work toward and obtain, within a five year period, KSDE certification for educational interpreter.
- Within six months of employment, document skill level in manual communication and interpreting by taking the Educational Interpreter Performance Assessment (EIPA) and mandatory written assessment.
- Other duties as assigned.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of paraprofessional personnel.

I HAVE REVIEWED THIS JOB DESCRIPTION & BELIEVE I CAN FULFILL THE DUTIES DESCRIBED.

SIGNATURE

DATE

An Equal Employment/Educational Opportunity Agency

The High Plains Educational Cooperative does not discriminate on the basis of sex, or employment in, its programs or activities. Any requests for accommodations or questions regarding HPEC's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Director of the Cooperative. The Director can be reached at (620) 356-5577 or at 621 E Oklahoma, Ulysses KS 67880. The Assistant Secretary for Civil Rights, U.S. Department of Education, is also available.