

## 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.

**INTERPRETER (Continued)**

- \* (15) Use specialized equipment as required.
- \* (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