

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL AIDE – INTERPRETER

SALARY SCHEDULE: SSP7 [- SSP13]

[SSP-7 (aides who interpret for the deaf)

SSP-9 (Level I interpreting certification)

SSP-11 (Level II interpreting certification)

SSP-12 (Level III interpreting or RID certification)

SSP-13 (BA in Sign Language and Level III interpreting or RID certification)]

COST CENTER: DISTRICT-WIDE
QUALIFICATIONS:

[SSP7-SSP13 -] 60 hours equivalence from an accredited college or university or passing score on the Para Pro Assessment Test.

[SSP-7 -]No interpreting certification requirement. Must exhibit appropriate signing skills as determined by the interview committee, which must include a teacher of the Deaf and Hard of Hearing program.

[SSP9-SSP13 - Hold a minimum interpreting certification (EIPA, EIE, QA) Level 1 (pre-K and elementary) or Level II (middle and high school) or Registry of Interpreters for the Deaf (RID) level.]

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently. Ability to use basic sign language to assist students.

REPORTS TO:

Principal or Designee

JOB GOAL

To provide interpreter services in an educational setting in a manner consistent with the [Florida Code of Ethics for Educational Interpreters for students with hearing loss.] Code of Professional Conduct.

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.]
Ability to use sign language to assist students with communication.
- * (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.]
Assist in creating a safe learning environment.
- * (4) [Serve as a liaison between students with hearing loss, their hearing peers, staff, and faculty members.]
Implement classroom activities as directed.

PARAPROFESSIONAL AIDE III – INTERPRETER (Continued)

- * (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.]
Assist staff members with behavioral management.
- * (6) [Perform additional tasks related to the instruction of students with hearing loss under the direction of the teacher certified in hearing disabilities.]
Assist with the development of instructional materials.
- * (7) [Perform clerical duties as assigned.]
Assist with the preparation of accurate records and reports.
- * (8) [Assist in creating a safe learning environment.]
Assist with assessing student progress.
- * (9) [Implement classroom activities as directed.]
Communicate effectively with staff and parents.
- *(10) [Assist staff members with behavioral management.]
Use specialized equipment as required.
- *(11) [Assist with the development of instructional materials.]
Intervene, when appropriate, to situations concerning discipline of students.
- *(12) [Assist with the preparation of accurate records and reports.]
Demonstrate initiative in the performance of assigned responsibilities.
- *(13) [Assist with assessing student progress.]
Provide for a safe and secure workplace.
- *(14) [Communicate effectively with staff and parents.]
Model and maintain high ethical standards.
- *(15) [Use specialized equipment as required.]
Follow attendance, punctuality and proper dress rules.
- *(16) [Intervene, when appropriate, to situations concerning discipline of students.]
Maintain confidentiality regarding school matters.
- *(17) [Demonstrate initiative in the performance of assigned responsibilities.]
Maintain positive relationships with staff and vendors.
- *(18) [Provide for a safe and secure workplace.]
Participate in workshops and training sessions as required.
- *(19) [Model and maintain high ethical standards.]
Keep supervisor informed of potential problems or unusual events.
- *(20) [Follow attendance, punctuality and proper dress rules.]
Respond to inquiries and concerns in a timely manner.
- *(21) [Maintain confidentiality regarding school matters.]
Follow all School Board policies, rules and regulations.
- *(22) [Maintain positive relationships with staff and vendors.]
Exhibit interpersonal skills to work as an effective team member.
- *(23) [Participate in workshops and training sessions as required.]
Demonstrate support for the School District and its goals and priorities.
- [(24) Keep supervisor informed of potential problems or unusual events.]

PARAPROFESSIONAL AIDE III – INTERPRETER (Continued)

- (24) Perform other incidental tasks consistent with the goals and objectives of this position.
- [(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