

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL AIDE III – INTERPRETER

SALARY SCHEDULE: [SSP7] SSP9 – SSP13

[SSP-7 (aides with AA/AS degree or 60 semester hours)]

SSP-9 (aides with [AA/AS degree or] 60 semester hours or passing score on the Para Pro Assessment Test AND [EIE] Level I interpreting certification)

SSP-11 (aides with [AA/AS degree or] 60 semester hours or passing score on the Para Pro Assessment Test AND [EIE] Level II interpreting certification)

SSP-12 (aides with [AA/AS degree or] 60 semester hours or passing score on the Para Pro Assessment Test AND [EIE] III interpreting or RID certification)

SSP-13 (aides with BA in Sign Language & [EIE] Level III interpreting or RID certification)

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Hold a minimum interpreting certification (EIPA, EIE, QA) [of Education Interpreter (EIE)] Level 1 (pre-K and elementary) or Level II (middle and high school) [or at least the equivalent Quality Assurance (AQ)] or Registry of Interpreters for the Deaf (RID) level.
- (2) [AA/AS Degree or]60 hours equivalence from an accredited college or university or passing score on the Para Pro Assessment Test.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of children. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

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.

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.

PARAPROFESSIONAL AIDE III – INTERPRETER (Continued)

- * (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.
- *(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