

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

JOB TITLE: **SPECIAL EDUCATION INTERPRETER (*PARA INTERPRETER)**

SUPERVISOR: Teacher and Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. Completed two years of study at an institution of higher education (48 college hours) or have an associates or bachelors degree
2. Achieve either Level 4 or 5 on one of the following certificates or assessments: Registry of Interpreters for the Deaf, National Association of the Deaf, the American Consortium of Certified Interpreter, Educational Interpreter Performance Assessment or the Kansas Quality Assurance Screening.
***NOTE: Para Interpreters will have achieved Level 2 or 3 on one of the certificates or assessments listed above, but generally perform the same essential functions as the Special Education Interpreter.**
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Provide interpreting and or transliteration services for the deaf consumers and hearing consumers for the purpose of supporting and reinforcing classroom objectives.
2. Facilitate communication through use of sign language, spoken English, cultural mediation, and knowledge about accessibility. Interpret within social and academic settings, direct and overheard conversations, class instruction, lectures, tests, assemblies, and field trips for the purpose of making sure that the student has all the information needed to perform accurately.
3. Attend meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
4. Communicate with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
5. Provide, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring students' success in school.
6. Educate consumers about using interpreting services and providing visual access to deaf and hard of hearing students for the purpose of making sure that the services provided are understood.

7. Demonstrate dependability, promptness, and regular attendance in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.
8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional working environment.
9. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Demonstrates required mobility, agility and dexterity to work with students.
2. Ability to move, lift, pull or push objects.
3. Remains attentive to students while working in noisy, crowded environments with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 05/17/2010