POSITION DESCRIPTION

TITLE: Special Education Paraeducator
       Sign Language Interpreter

LOCATION: Instructor(s), Program Administrator

REPORTS TO: Special Services

DEPARTMENT: Special Services

SUMMARY STATEMENT:
Under the supervision of the program instructor(s) and/or the Program Administrator, the Sign Language Interpreter for the Deaf/Hard of Hearing Program will assist in the supervision of instructional and all other activities by interpreting and tutoring for the deaf/hard of hearing students on an individual as well as a small group basis.

*Indicates Washington State Core Competencies for Paraeducators for each essential function and qualification.

ESSENTIAL FUNCTIONS:
1. Assist the program instructor(s) in supervising and working with elementary or secondary students as follows:
   • Communicate effectively with students, staff, and the general public. (*5)
   • Transliterates and/or interprets information accurately in a manner appropriate to the student's communication level. (*10)
   • Assist in instructional and all other activities by transliterating and/or interpreting and tutoring on a one-to-one basis as well as on a group basis. (*9)
   • Assist in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes. (*10)
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential. (*9-10-11)
   • Maintain accurate data on student progress. (*9)
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the instructor. (*6)
   • Assist the program instructor(s) in explaining technical assistance needs for interpreting, i.e. lighting, visual aids, positioning, time, length, and difficulties in changing languages. (*10)
   • Attend inservices and workshops in order to keep current with issues relating to the deaf culture.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Constant Interruptions (66-100%)  Verbal Communication (66-100%)
Confidentiality (66-100%)  Written Communication (Up to 33%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Telephone, TDD, Relay Service, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Must meet Washington State Requirements for Sign Language Interpreters in Educational Settings; Educational Interpreter Performance Assessment (EIPA) with a minimum score of 3.5 AND Educational Interpreter Performance Assessment (EIPA) - Written Test - passing score; OR Interpreting Certificate (NIC) with RID certification AND Educational Interpreter Performance Assessment (EIPA) - Written Test - passing score.
2. Demonstrated ability to communicate effectively with students, staff, and parents. (*5)
3. Previous knowledge and background in working with students and educational techniques preferred. (*1-3)
4. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality. (*5)
5. Demonstrated organizational skills and the ability to follow through. (*3)
6. Demonstrated ability to communicate by telephone, TDD, and Relay Service. (*13)
7. Must be willing to participate in activities, inservices, and skill building workshops to improve knowledge in transliterating/interpreting in the educational process, and issues relating to the deaf culture.
8. Demonstrated ability to encourage independence in students in order to avoid inappropriate dependence on the student/interpreter relationship. (*11-12)
9. Demonstrated ability to work under conditions of constant interruption.
10. Demonstrated ability to maintain confidentiality of sensitive information. (*4)
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team. (*5)

Variable  Days Per Year (Includes Holidays)
Variable  Hrs. Per Day

PSE:  ____________________________  Date:  __________________

District:  ____________________________  Date:  __________________
Revised Date: 08/31/2016
Classification: Professional Technicians (PSE)
Class: Class VI
Display on Web? Yes

Special Education Paraprofessional
Sign Language Interpreter