



## **Inst Asst 4 / Interpreter**

### **Purpose Statement**

The job of Inst Asst 4 / Interpreter is done for the purpose/s of providing support to the instructional program with specific responsibilities for assisting in the instruction or supervision of hearing impaired students; providing voice to sign and sign to voice support; and serving as a resource to other school personnel requiring assistance with hearing impaired persons.

This job reports to Facilitator Special Education

### **Essential Functions**

- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans to assigned students.
- Administers subject specific tests and skill assessments under the guidance of a classroom teacher or resource teacher for the purpose of evaluating students' language ability and subject proficiency.
- Attends Individual Education Program meetings with assigned student(s) for the purpose of providing necessary input into the evaluation of students' progress and/or implementing/modifying students' objectives through the conversion of conversation to ASL.
- Instructs students (individual or small groups) (e.g. reading, spelling, self esteem, behavioral skills, daily living skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring students success by the conversion of language to ASL.
- Interprets in meetings and activities with hearing impaired individuals for the purpose of providing communication between voice to sign and sign to voice.
- Maintains a variety of confidential and non-confidential records for the purpose of documenting activities and/or providing reliable information.
- Participates in a variety of meetings and workshops for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares a variety of documents, reports and written materials for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Provides instruction to hearing impaired students, under the supervision of the teacher, in accordance with lesson plans (e.g. reading, spelling, self esteem, behavioral skills, daily living skills, etc.) for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Provides teachers with input for the purpose of assisting in evaluating student progress and/or student objectives.
- Provides ASL interpretation for group meetings for the purpose of providing content understanding to hearing impaired participants.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Reverse-interprets spoken words of hearing impaired student(s) with limited speech for the purpose of facilitating classroom instruction of the hearing impaired student(s).

- Translates verbal communication for the purpose of assisting students, teachers and parents in communicating effectively between voice to sign and sign to voice.
- Uses adapted classroom work/homework/assessment instruments under the direction of the teacher for the purpose of providing voice to sign and sign to voice support and/or reinforcing classroom objectives.

**Other Functions**

- Monitors student activities (e.g. classroom, lunch, grounds, etc.) for the purpose of providing for the safety and welfare of students.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in instructional media machines and specialized equipment for the hearing impaired; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: student behavior management strategies/techniques; and ASL or other manual communication language.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 4