JOB DESCRIPTION

NON-CERTIFIED
INTERPRETER/COMMUNICATION AIDE

JOB TITLE: Non-Certified Interpreter/Communication Aide
WAGE/HOUR STATUS: Non-Exempt

REPORTS TO: Principal
TERMS: 187 Days

DEPARTMENT: Campus Assigned
PAY GRADE: Clerical/Para 3

PRIMARY PURPOSE:

Help meet the physical and instructional needs of individual students with disabilities inside and outside classroom; assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs; work under general supervision of principal and immediate direction of certified teacher

QUALIFICATIONS:

Education/Certification:

Associate's Degree (or 48 college credit hours), two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

Valid Texas Educational Aide Certificate

Special Knowledge/Skills:

- Ability to use sign language for expressive and receptive communication
- Ability to follow verbal and written instructions
- Excellent communication and interpersonal skills

Experience:

Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform basic interpreting (primarily voice to sign) in all mainstream classes, tutorials, and disciplinary situations

2. Perform basic sign to voice reverse interpreting
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Perform transliteration of extracurricular activities

4. Translate class discussions, videotapes, and all spoken communication in the school setting

5. Keep teachers informed of special needs or problems of individual students

6. Comply with district policies, as well as state and federal laws and regulations

7. Adhere to the district’s safety policies and procedures

8. Maintain confidentiality in the conduct of district business

9. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

10. Demonstrate regular and prompt attendance

11. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data
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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; reaching; move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (less than 15 pounds); occasional heavy lifting and carrying (45 pounds or over) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students and lifting and moving adaptive and other classroom equipment; exposure to sun, heat, cold and inclement weather; exposure to noise.

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________

Signature: ___________________________ Date: ______________

ESTABLISHED/REVISED: May, 2017