



# Longview Independent School District

## JOB DESCRIPTION

# INSTRUCTIONAL ASSISTANT DEAF INTERPRETER, CERTIFIED LEVEL 1

|                    |   |                          |                |
|--------------------|---|--------------------------|----------------|
| <b>JOB TITLE:</b>  | Deaf Interpreter,<br>Certified Level I        | <b>WAGE/HOUR STATUS:</b> | Non-Exempt     |
| <b>REPORTS TO:</b> | Supervisor, Regional<br>Services for the Deaf | <b>TERMS:</b>            | 187 Days       |
| <b>DEPARTMENT:</b> | Regional Services<br>For the Deaf             | <b>PAY GRADE:</b>        | Clerical/Par 6 |

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### PRIMARY PURPOSE:

Performs routine interpreting work involving entry-level skills with appropriate knowledge of interpreter ethics; should demonstrate ability to communicate no less than 50 percent of information or materials as verified by certification and experience; performs routine transliteration for hearing impaired students in an educational setting

### 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

Texas Commission for the Deaf, Level 1 Certification or equivalent

#### 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:

Two years experience working with children



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### MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform basic interpreting (primary voice to sign) in all mainstream classes, tutorials, and disciplinary situations
2. Perform basic sign to voice reverse interpreting
3. Perform transliteration of extracurricular activities as specified in student/students educational plan
4. Translate class discussions, lectures, videotapes, and all spoken communications in the school setting as outlined in the student's educational plan
5. Comply with district policies, as well as state and federal laws and regulations
6. Adhere to the district's safety policies and procedures
7. Maintain confidentiality in the conduct of district business
8. 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)
9. Demonstrate regular and prompt attendance
10. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### Mental Demands:

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

#### 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

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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: APRIL, 2020**