

TITLE: INTERPRETER/TUTOR FOR HEARING-IMPAIRED STUDENTS

QUALIFICATIONS:

1. At least a high school diploma
2. An interpreting permit or license from the Alabama Licensure Board for Interpreters and Transliterators
3. Three years of experience in sign language interpretation

REPORTS TO: Building Principal

JOB GOAL: To facilitate communication among hearing-impaired students and their hearing peers, the classroom teacher and other personnel in the school system; and to maximize development of academic and language skills.

PERFORMANCE RESPONSIBILITIES:

1. Provides expressive and voice interpreting (may include American Sign Language, a form of manually-coded English, cued speech, and/or oral interpreting) for hearing-impaired students in general education and/or special education classes. This process includes the interpretation of classroom lectures, group discussions, informal conversations, telephone calls and other activities as specified by the student's Individualized Education Plan.
2. Assists in preparing, designing and developing instructional materials as directed by the supervising teacher(s).
3. Provides tutoring or notetaking services for individual and/or groups of disabled students as assigned by the supervising teacher(s).
4. Prepares for interpreting by researching specific terminology and signs needed to clearly communicate classroom material to assigned students.
5. Performs clerical duties as assigned, such as typing, filing, copying, collating, operating audio-visual equipment, caring for equipment and materials – and related duties when interpreting is not needed.
6. Participates in educational team meetings, including the development and review of progress on the Individualized Education Plan, and provides insight on the success of communication strategies.
7. Provides interpreting for school functions outside the classroom, but only during regularly scheduled school hours.
8. Serves as a liaison to promote good public relations among the hearing-impaired, hearing peers, staff, and faculty members.
9. Confers with the regular classroom teacher and the teacher of the hearing-impaired in order to better prepare for interpreting services.
10. Maintains and improves signing ability and interpreting skills and establishes a keener understanding of the educational process through an on-going program of professional development.
11. Attends all inservice programs and staff meetings as directed by the Principal or teacher of the hearing-impaired to whom assigned.

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12. Maintains confidentiality of records.
13. Maintains a professional role with students and their families in all situations.
14. Performs such other related tasks as assigned.

TERMS OF EMPLOYMENT: 178 days per year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools
Approved by Board of Education 9-10-13