

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD MIS 304
Updated: September 2009

Position Title: **Educational Interpreter for Deaf and Hard-of-Hearing (D/hh)**

Qualifications:

- Degree from accredited ITP
- Possession of an Educational Interpreter License through the Department of Public Instruction (#884)
- Maintenance of licensure by passing the EIPA at 3.0 or higher every 5 years plus 6 college credits
- Possession of a valid Wisconsin driver's license or ability to meet travel requirements of the position
- Knowledge and expertise as an interpreter
- Knowledge of special education needs and methods
- Ability to interpret verbal communications to D/hh students and adults
- Ability to voice signed communication to the hearing students and adults
- Ability to communicate at the appropriate language level of the student(s) and modify written materials
- Ability to work well with others in a team environment
- Ability to accept direction from supervisors
- Ability to follow work rules and procedures
- Ability to work with allied professionals
- Ability to accept constructive criticism
- Ability to keep records and produce reports
- Ability to be flexible in adapting to the educational settings as needed to benefit the student(s)
- Maintain professional standards as specified in the Code of Ethics from the National Registry of Interpreters for the Deaf as adapted for Educational Interpreters

Immediate Supervisor: Teacher of the D/hh and CESA #5 Administrative Support Personnel

Position Function:

Interpret for and assist Deaf or hard-of-hearing students in mainstream classrooms, or as needed during the regular school day. Tutor Deaf or hard-of-hearing students and be a part of the team that assists the Deaf and hard-of-hearing (D/hh) students as needs arise. Assist mainstream teacher when it does not interfere with primary duties.

Specific Responsibilities:

- Interpret in mainstream classroom
- Tutor Deaf or hard-of-hearing students, rewrite tests or worksheets to meet the language needs of the individual student
- Assist the mainstream teacher when it does not interfere with primary duties
- Participate in or interpret for parent/teacher conferences, IEP meetings or IEP-team meetings
- Provide information to the mainstream teacher on how well the student is understanding the instructions presented
- Provide information to the D/hh teacher so the teacher can reinforce or re-teach information as needed
- Attend staff meetings and training sessions
- Do related work as required

Evaluation: Received from the teacher of D/hh and the CESA Director of Special Needs.