

HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

Job Classification: Paraprofessional

Job Title: Sign Language Specialist

Job Purpose Statement: The Sign Language Specialist helps to improve student achievement by facilitating communication between students with hearing-impairments, teachers, peers, and staff. Interprets spoken language into sign language for students with hearing-impairments and interprets sign language into spoken language for students and teachers. Performs duties related to the assessment of language in students with hearing-impairments within the context of the District's instructional programs. The position requires both working independently and cooperatively as a team as well as coordination with outside agencies.

The position requires advanced organizational skills, technology skills, and the ability to manage several assignments simultaneously. This position is supervised by a school administrator. Methods of performing tasks are left to the judgment of the Sign Language Specialist in consultation with the supervisor. This position does not supervise others.

Essential Job Functions:

- **Interpret/transliterate** spoken information accurately, conveying thought, intent, and spirit of the sender in a manner appropriate to the student's level
- **Interpret/transliterate** communication between students that can hear, are hard of hearing, or deaf
- **Interpret/transliterate** all classroom instructional materials and presentations accurately in a manner appropriate to the student's level
- **Follow** established student behavior/management/safety plans as established by the school and Individualized Education Plan (IEP) team
- **Adhere** to all rules and protocols governing the confidential rights of students
- **Prepare** for interpreting assignments by studying content areas, lesson plans, outlines, and new vocabulary
- **Demonstrate** functional comprehension of subject matter and develop technical signs specific to class curriculum and content
- **Demonstrate** both written and oral command of the English language, including correct use of syntax and grammar
- **Participate** in on-going skill development and professional growth to include fluency, vocabulary building (general and technical signs), language skills, and participate in a skill development mentoring program
- **Share** information gained through professional growth activities with appropriate staff and apply current trends in the profession to upgrade program services
- **Assist** students that are hard of hearing or deaf with interpreter roles and responsibilities for school and district staff
- **Assist** with scheduling and program support as assigned
- **Assist** building administrator(s) in implementing disciplinary plans, investigations, and detentions
- **Interpret/transliterate** for students, parents, and for professionals during meetings, conferences, and confidential meetings as assigned
- **Maintain** regular and predictable attendance, is ontime for assignments and fulfills the essential functions of the position with or without reasonable accommodations
- **Cultivate** a positive working environment that fosters teamwork and communication

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- **Attend** regularly scheduled staff meetings and participate in professional development activities as directed
- **Ability** to complete other duties as assigned, if needed.

Other Job Functions:

- **Serve** as a positive role model through appearance, personal neatness, personal habits and integrity.
- **Knowledge** of practices and techniques of interpreting the spoken word to sign language and sign language to the spoken word
- **Understand** basic academic skills to assist student
- **May** intervene in student conflicts and assist with de-escalation of behavior
- **Assist** other personnel as may be required for the purpose of supporting the in the completion of their work activities

Experience Required: . One year of professional or educational sign language interpreting experience preferred.

Skills, Knowledge and/or Abilities Required:

- Ability to sign, speak, read manually and read written language of the student, fluently
- Interpret educational and social needs of students with hearing-impairments
- Establish and maintain effective relationships with students, staff, administrators
- Serve as a liaison to promote good public relations between the Deaf and Hard of Hearing, peers, and staff
- Use standard office equipment including computers and required software programs
- Communicate effectively by interacting with administrators, colleagues, building staff, community members, and all students and parents in a respectful and trustworthy manner
- Maintain confidentiality
- Understand and carry out oral and written instructions
- Ability to make sound independent decisions
- Ability to work well with others from diverse backgrounds.
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to problem solve and maintain a growth mindset
- Bilingual English/Spanish skills preferred

Minimum Education Required: High School diploma or equivalent. Possess the equivalent of 72 quarter credits of college coursework or have a passing score on the CBEST or Paraprofessional Assessment, in lieu of college coursework.

Licenses, Certifications, Training Required: Minimum Qualifications as defined in OAR 581-015-2035: (a) The sign language interpreter must achieve a passing score of 3.5 or above on the EIPA Performance Test or hold RID NIC, CI or CT Certification, and; (b) (A) Hold at minimum of an Associate's Degree from an Interpreter Education Program or in a related educational field; or (B) Achieve a passing score on the EIPA Written Test.

Physical Requirements:

- Mobility to work in a typical classroom setting

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- Requires well-developed arm, hand, and finger dexterity to perform advanced sign language interpretation
- Ability to stand for extended periods of time and stamina to frequently move from sitting position to standing, walking, stooping, and kneeling
- Requires visual acuity to recognize numbers and words and detect speech patterns
- Hearing acuity sufficient to understand information to be interpreted in a variety of educational environments.
- Facial dexterity to produce readable mouth movements for specific sign language expressions.
- Manual dexterity to produce readable sign language through repetitive movement of fingers and arms.
- Visual acuity to see information to be voiced, such as: sign language, facial expressions, classroom displays, computer screens, and instructional materials
- Must occasionally lift and/or move 10 to 15 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

1. In a typical day employee may:

- | | | | | |
|---------------|-------------------------------|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input checked="" type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. Employee may use hands for repetitive:

- Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:

- Yes No

4. Employee may need to:

- | | | | |
|-----------------|--|--|-------------------------------------|
| a. Bend | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Employee Acknowledgement:

"I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations."

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Employee Signature:

_____ Date:

Employee Printed Name:

Supervisor Signature:

_____ Date:

Supervisor Printed Name:

