Job Title: Paraeducator – Sign Language Interpreter

Job Summary:
Under the direction and supervision of the Special Programs Director or designee, the Sign Language Interpreter will perform ASL/English and English/ASL interpretations in the classroom and other educational settings to facilitate communication between deaf or hard of hearing students and others. This position also participates in the educational team to support the education of students who are deaf or hard of hearing. This position performs tutoring duties under the supervision of a designated teacher.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Interprets all classroom communication and dynamics, using appropriate communication to ensure that the students receive a clear message. Provide visual access to auditory information in the environment. Adapts signing to suit the varying and diverse student needs and abilities. Assures communication access with proper classroom placement and appropriate dress.
- Collaborates with the Teachers of the Deaf, the classroom teacher, and other school staff to provide the optimum educational opportunities and to follow the students’ IEP, for deaf or hard of hearing students.
- Provides interpretation for other activities, i.e.: assemblies, field trips, meetings, test administration, extra-curricular activities, sports events, and informal conversations with students and staff during unstructured time as needed.
- May tutor deaf or hard of hearing students in a variety of subjects, under the supervision of the designated teacher, to meet the needs of the students.
- Participates in meetings to receive and provide information related the students’ progress and program goals.
- Prepare for lectures and assemblies by previewing the subject matter and materials being taught, or researching the topic to ensure that a clear interpretation can be provided.
- Provides support and assistance to other program staff by demonstrating signing vocabulary, modeling positive interpersonal skills.
- Adheres to the guidelines of professional conduct as outlined by school policies regarding confidentiality and the Code of Professional Conduct from RID, to the degree possible in an educational environment.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
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- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:
- One or more years of job related work experience is preferred.
- Skilled at interpreting for deaf or hard of hearing students, teachers and community members, using a high level of fluency.
- Ability to communicate with students and individuals from varied educational and cultural backgrounds.
- Knowledge of Deaf Culture and educational techniques.
- Adheres to the professional guidelines of the school district, regarding professionalism and confidentiality.
- Will remain current in the field through involvement in professional development activities.
- Ability to work without direct supervision, to obtain, clarify and exchange information, to interact with people who are deaf or hard of hearing in a warm confident and culturally appropriate manner.
- Ability to remain flexible, to adapt to changes work site location, the environment and/or schedules.
- Ability to establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse, socio-economic setting.
- Demonstrates classroom management procedures that provide for large and small groups, and individuals, and provides an environment conducive to learning.
- Enthusiastic and displays an overall optimism and motivation toward teaching and student learning.
- Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Relates positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.
- Ability to demonstrate a thorough understanding of the instructional/learning process and effective teaching strategies.
- Willingness and commitment to participate in professional collaboration and student supervision.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
• Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
• All paraeducators must have **completed the ETS Praxis, or obtained an AA Degree, or have earned 72 quarter/48 semester credits, or have completed a registered apprenticeship program** prior to applying for a paraeducator position in the East Valley School District. (documentation required at time of application).
• High School Diploma or GED (documentation required at time of application).
• The Educational Interpreter Performance Assessment (EIPA) with a minimum score of **3.5 AND** the **EIPA written** test with a passing score.
• Required to have a current First Aid/CPR card.
• Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
• Valid Washington State driver’s license or evidence of mobility.
• Proof of Immunization (if born 1/1/57 or later).
• I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
• Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Sign Language Interpreter shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and Special Programs Director. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

Classification History:
Job description developed: March 2017 bmr
Job description revised: July 2017 lme

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.