

Killeen Independent School District
Job Description

Job Title: Educational Aide III – Sign Language Interpreter Certified
Reports To: School Principal, Director of Special Education, Coordinator for Deaf Education, and/or Assigned Teacher(s)
FLSA Status: Non-exempt

SUMMARY:

Facilitates communication between the deaf student, teachers, other service providers, and peers, and acts as tutor for deaf students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides expressive and voice interpreting services for deaf students in the communication mode prescribed and acts as language model for students.

Relates all class activities to the deaf student and assists in providing orientation to deafness for mainstream staff and students.

Interprets assemblies, club meetings, special activities such as graduation exercises, teacher and principal conferences, and other special events as extra-curriculum activities necessary during the regular school day.

Provides the instruction for sign language classes.

Conducts individual instruction as directed by the supervisor of the deaf education program and/or classroom teacher, time permitting, away from mainstream classes.

Assists in evaluating student progress according to the criteria and procedures outlined by the teacher.

Informs teacher(s) and other appropriate staff members of any problems or special information about individual students, including communication skills and language mode of each student.

Serves as the chief source for information and help to a substitute teacher.

Performs other such tasks as may be assigned by the responsible teacher, coordinator for deaf education program, or principal.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities; however, the deaf education interpreter works closely with students, faculty, and volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE:

State Board for Educator Certification for Educational Aide Level III, and high school diploma or general education degree (GED) certificate.

The interpreter must be a certified member of or certified by the Registry of Interpreters for the Deaf (RID) or the Texas Board for Evaluation of Interpreters (BEI), Department of Assistive and Rehabilitative Services (DARS), Office for Deaf and Hard of Hearing Services (DHHS).

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to implement specific program guidelines after training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Ability to use physical restraint after training in restraint and intervention techniques. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be required to be exposed to outside weather condition, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

OTHER QUALIFICATIONS:

Proficiency in the Signing Exact English System and the ability to interpret academic subject's Pre-K - 12.

Revised Date: October 14, 2022

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.

