

PCSB: 8087
 Pay Grade: E02

FLSA: Exempt
 PTS

COORDINATOR - EDUCATIONAL INTERPRETER FOR DEAF/HARD OF HEARING
<p>REPORTS TO: Executive Director – ESE Or Principal</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Bachelor’s degree from an accredited college or university in interpreting/sign language and a minimum of 5 years experience as an educational or community interpreter, or associate’s degree and a minimum of seven years of experience as an educational or community interpreter. Experience to include: One year of experience recruiting, scheduling and mentoring educational sign language interpreters; one year of experience in a leadership role serving as a districtwide resource on educational interpreting issues; and one year of experience planning and implementing professional development for educational interpreters. Score 3.5 or greater on the Educational Interpreter Performance Assessment (EIPA) and pass the EIPA Written Test.</p>
MAJOR FUNCTION
<p>Coordinates sign language interpreting services, including but not limited to, all scheduling of staff, and deaf and hard of hearing consumers throughout the District. Provide sign language interpreting for students who are deaf or hard of hearing (as documented on their IEP’s) and for adults with hearing loss (as requested), based on the preferred language of the individual consumer. This will occur in medium to high level, faster-paced interpreting situations where there are seldom or no opportunities to ask for repetition or clarification and complex terminology and/or concepts are regularly included.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Assists ESE Administration in identifying appropriate placements for full time educational interpreting staff based on individual skills and student/consumer needs. • Coordinates requests and assigns staff for daily K-12 (student) and ADA (adult) interpreting services; reports this information to designated staff to process for payroll. • Assists DHH Coordinator in developing and implementing policies and procedures for the provision of interpreting services. • Assists DHH Coordinator in planning and implementing professional development for the district’s educational interpreters. • Assists DHH Coordinator in recruiting and hiring educational interpreters; provides orientation for newly hired educational interpreters and interns. • Provides mentorship for members of the educational interpreting team and feedback to school administrators as requested. • Assists DHH Coordinator in addressing district level educational interpreting issues; serves as a liaison between the educational interpreters and the DHH Coordinator/ ESE Administration. • Upon request, makes recommendations regarding the need for interpreting services in specific situations. • Disseminates pertinent information to interpreters in a timely manner. • Assists DHH Coordinator in gathering data on interpreting services as requested. • Serves as an active member of the ESE Team. •

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ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Performs all job duties under the guidelines of the Registry of Interpreters for the Deaf/National Association of the Deaf (NAD-RID) Code of Professional Conduct and the EIPA Guidelines of Professional Conduct for Educational Interpreters.• Maintains required confidentiality of personal information about students and staff.• Maintains professional boundaries when communicating with consumers and coworkers.• Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 01/25/18 LM; BOARD APPROVED: 2/27/18

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job			X		

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