

# Interpreter Blind or Deaf



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**Reports to:** Director of Special Education  
**Salary Schedule:** Schedule C  
**FLSA Status:** Hourly

**Bargaining Unit:** Wenatchee Assoc. of PSE  
**EEO Class:** 3  
**Revised Date:** April 2011

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## **SUMMARY:**

Assist deaf students to achieve their education goals by facilitating communication using the system of sign language most understood by the individual student.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interpret classroom lectures, discussions, and environmental information (e.g., messages from loud speakers, etc.)
- Assist in relaying questions and contributions from students to the teacher and the class.
- Assist certificated staff in meeting the needs of deaf students. Attend special education meetings (MDT's) to help determine students' individual needs.
- Tutor students in subjects with which they experience difficulty.
- Work with teacher to maintain the students individual progress.
- Assist with preparation of appropriate learning materials.
- Perform related instructional duties as required by the Special Education department.
- Other related duties as assigned.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have good knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

#### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The environmental factors described here are representative of those that may be present in the work place while the employee performs 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; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently

required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent.
- Interpreter Training Program graduate preferred, with knowledge of American Sign Language (ASL) and pidgin Sign English (PSE) methods of interpreting required.
- Ability to work independently.
- Knowledge of cultural needs of deaf students, environmental factors such as lighting, seating, visibility, etc.
- Understanding of language delays in deaf students.
- Ability to relate well to students and staff.
- Attendance and punctuality are important functions of this position.
- May require prolonged sitting or standing.
- Must be able to transfer between buildings to support needs of students.
- Attendance and punctuality are important in this position.