

## Interpreter Tutor

---

### **Purpose Statement:**

The purpose of this position is to support our district's deaf and hard of hearing program. The job of interpreter/tutor is done for the purpose of facilitating communication between persons who are deaf and hard of hearing and others; conveying teacher instruction and intent; assisting students with daily instructional activities; providing voice to sign and sign to voice support; participating as a team member to plan, review and share information; and serving as a resource to other school personnel requiring assistance with hard of hearing and deaf person/s.

---

### **Essential Functions**

- Assists deaf and hard of hearing students, individually or in groups, with lesson assignments (e.g. general education setting, library, computer lab, cafeteria, recess, PE, music, assemblies, etc.) for the purpose of presenting and/or learning concepts
- Implements, under the supervision of assigned teacher, instructional/behavioral programs and lesson plans for the purpose of assisting the teacher in improving students' academic and life skill success through a defined course of study
- Interprets information, lectures, discussion, classroom activities, etc. for the purpose of conveying classroom teacher's instructions and intent to hard of hearing and deaf students
- Maintains files and/or records for the purpose of ensuring availability of required information
- Modifies curriculum and classroom materials under the supervision of assigned teacher for the purpose of meeting the needs of deaf or hard of hearing student/s
- Tutors hard of hearing and deaf students in a variety of subjects for the purpose of assisting and/or supplementing daily classroom activities for students
- Monitors the administration of tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process
- Prepares for daily classroom lectures, assemblies, and activities for the purpose of providing a clear understanding and interpretation
- Provides support to the deaf and/or hard of hearing student for the purpose of facilitating communication and/or reinforcing classroom objectives
- Responds to inquiries (i.e. teachers, staff, etc.) for the purpose of providing information or referring to appropriate personnel
- Performs related para-educator duties for the purpose of meeting individual needs of students (i.e. instructional, behavioral, and physical needs)

### **Other Functions**

- May attend building meetings and events i.e. staff meetings, open house, and/or related in-service activities/workshops
- May serve on building committees
- May attend program meetings and events, i.e. department meetings, open house, and or related in-service activities/workshops
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment
- Performs other related duties as assigned

### **Job Requirements/Qualifications**

Possess high school diploma or equivalent. Prior job related experience with background in an educational interpreter training program preferred. Applicants fluent in ASL. Minimum 3.5 score on Educational Interpreter Performance Assessment (EIPA). RID or NAD certification preferred.

### **Knowledge and Skills and/or Abilities Required**

- **Skills** to interpret for deaf and hard of hearing students using fluent sign language, communicate with individuals from varied educational and cultural backgrounds.
- **Knowledge** of deaf culture; working with educational techniques for deaf or hard of hearing students; audiological equipment; developmental disabilities; language development; behavior management techniques and k-12 academic knowledge.
- **Ability** to gather, collate, and/or classify data; use job related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardize methods.
- **Ability** to stand and walk for prolonged periods, perform a variety of specialized and responsible task, establish and maintain cooperative working relationships with students, parents, and other district personnel, work independently, maintain confidentiality.

### **Required Testing**

Successfully pass the Paraeducator Test  
Possible additional testing upon interview

### **Clearances**

Criminal Justice Fingerprint/Background Clearance