

Interpreter Tutor Coordinator

Purpose Statement:

The purpose of this position is to support our district's deaf and hard of hearing program with the purpose of assisting the teachers of the deaf, building and special services administrators in creating a master schedule for all interpreters, day to day scheduling of interpreters, facilitating communication between person(s) who are deaf and hard of hearing and others, conveying teacher instruction and intent: assisting students with daily 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 students with hearing loss.

Essential Functions

- Coordinates daily with the substitute office to fill substitute interpreters as needed
- Coordinates with teachers of the deaf to create master schedule for all interpreters
- Coordinates with teacher of the deaf for day-to-day scheduling changes for interpreters
- Schedules interpreters for extra-curricular activities, including sports, plays, concerts, school assemblies, job shadows, parent conferences and IEP meetings
- Coordinates with teachers of the deaf, education specialist, administration and counselors regarding general education schedules for all students within the Deaf and Hard of Hearing (DHH) program and students requiring accommodation under the Americans with Disabilities Act (ADA)
- Assists in interpreter training with guidance for administration and teachers of the deaf
- Meets regularly with the DHH program manager to review needs, concerns and solutions
- Maintains professional relationships and confidentiality of interpreters and students
- Assists deaf and hard of hearing students, individually or in groups, with lesson assignments (e.g. general educational setting, library cafeteria, P.E, music, recess, etc.) for the purpose of presenting and/or reinforcing learning concepts
- Implements, under the supervision of assigned teacher, instruction/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 or translates all language necessary during classroom instruction for the purpose of facilitating effective communication
- Modifies curriculum and classroom materials under the supervision of the assigned teacher for the purpose of meeting the needs of the deaf or hard of hearing students(s)
- Monitors individual students for the purpose of providing assistance as needed and enduring a safe and positive learning environment
- Prepares for daily classroom lectures and activities for the purpose of providing a clear understanding and interpretation
- Provides support to the deaf and hard of hearing student for the purpose of facilitation communication and /or reinforcing classroom objectives
- Tutors deaf and hard of hearing students in a variety of subjects for the purpose of supplementing their daily class activities and enhancing the learning process

Other Functions

- Attends monthly interpreter meetings, acting as liaison for interpreter group
- Facilitates and plans professional development activities for interpreters
- Assists in recruiting and interviewing interpreters candidates
- Attends daily/weekly meetings with the teacher of the deaf as well as other interpreter coordinators

- 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

Completion of an Interpreter Training program and at least 3 years of experience in a school setting. BA degree preferred. 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; operate specialized equipment for the deaf and hard of hearing, operate standard office equipment using pertinent software applications and preparing and maintain accurate records.
- **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; perform basic math, including calculations using fractions, percent and /or rations; read technical information; compose a variety of documents, and /or facilitate group discussions, and solve practical problems; and fluent in sign language.
- **Ability** to work well with peers and supervisors and have clear and professional communication skills; schedule a significant number of activities, meetings, and events; gather, collate and classify data; work with a wide variety of data; problem solve to analyze issues and create action plans; adapt to changing work priorities; communicate with diverse groups; maintain confidentiality; set priorities and working as a team to gather or classify data; use job related equipment.

Required Testing

Successfully pass the Paraeducator Test
Possible additional testing upon interview

Clearances

Criminal Justice Fingerprint/Background Clearance