

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Educational Interpreter	Department:
Immediate Supervisor's Position Title: Director of Special Education Teacher of the Deaf and Hard of Hearing	FLSA Status:
Band/Grade/Subgrade:	Bargaining Unit:
Job Summary: The Educational Interpreter is a facilitator of communication between learners with hearing impairments and others.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Interprets and / or translates for learner(s) with hearing impairments and for other school related activities where an interpreter is required.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	2	Statement of duty/responsibility: Consults daily with teacher(s) to familiarize self with information/vocabulary to be utilized in class(es).
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	3	Statement of duty/responsibility: Provides information and/or sign language inservice to school staff, hearing students and/or families as requested.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	4	Statement of duty/responsibility:
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Percent of Time:		Checks equipment (i.e., hearing aids, auditory trainers, etc.) daily prior to classes, charges batteries overnight.
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Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	5	Statement of duty/responsibility: Provides supplemental tutoring, note taking or other instructionally relevant activities as required to assist the hearing impaired learner.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	6	Statement of duty/responsibility: Prepares a weekly summary (written or verbally) of student progress and classroom happenings.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	7	Statement of duty/responsibility: Promotes deaf awareness and positive public relations.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	8	Statement of duty/responsibility: Performs other duties as apparent or assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		
	High school diploma or GED.		
X	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
		Major field of study or degree emphasis: Completion of a formal sign language interpreter training program and/or R.I.D. or N.A.D level 3 certification.	
		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general learning concepts, theories and 	

Doctorate level	<p>fundamentals for students with hearing impairments.</p> <ul style="list-style-type: none"> • Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.
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Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Demonstrated ability to maintain positive professional working relationships with students, teachers, instructional support staff and families of learners with hearing impairments. • Ability to communicate ideas clearly and concisely, both verbally and in writing • Ability to transport self to regional and state meetings as necessary.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
TOTAL	0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p>Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.</p>
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