

South Burlington School District Job Description

Job Title: Communication Facilitator (Sign Language Interpreter)
Location: District
Job Group: Non Union
Reports To: Principal

Summary: Converts spoken language into sign language as a means of enabling a hearing impaired student to fully participate in and benefit from classroom instruction, other school activities, and social interaction with classmates. May provide tutoring, assistance with note taking, and participates in Individual Education Program meetings as needed.

Essential Duties and Responsibilities: *(other duties may be assigned)*

1. Provides sign language and other related techniques to translate and/or interpret teachers, classmates, and others spoken language in an understandable manner, using appropriate grammatical constructions, facial expression, vocabulary, and concepts.
2. Monitors, on an on-going bases, the effectiveness of the sign language communication with assigned students and others. Assists the student, classmates, and teachers in developing other effective ways to communicate directly independent of the Communication Facilitator, such as but not limited to: using signs, pictures, gestures, print, and voice.
3. Provides sign language instruction to classroom teacher and classmates, and serve as a resource in this area for other school staff.
4. May tutor the student in academic and vocational skills, implementing instructional plans developed by school staff and provides training in basic social skills as appropriate.
5. Participates in coordination meetings with classroom teachers, special education teachers, and other staff on a regular basis. Accompanies the student to audiological evaluations when necessary and may provide interpretations during extracurricular activities.
6. Perform other related duties as assigned.

General Work responsibilities: No formal supervisory duties are required, however, the incumbent may provide training, assist and occasionally direct the work of co-workers, but generally works along with those persons. Under the general supervision of the Principal and Director of Educational Support Services.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience: Bachelor's degree in education or other appropriate discipline, with several years of directly related training/experience in using sign language and working with school age children, or a minimum of

two years of higher education and experience from which comparable knowledge and skills are acquired. Demonstrated technical skills in sign language, with both American language and Straight English Sign Language desirable.

License and/or Certification: Certification by the Registry of Interpreters for the Deaf (RID), The Educational Interpreter Performance Assessment (EIPA), or similar certification is helpful.

Language Skills: Ability to read, comprehend, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities Some relevant knowledge/skills in behavior management and teaching/tutoring skills. Good basic computer skills and experience with Microsoft Office preferred. Ability to communicate courteously, efficiently, and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively as a member of a staff team with shared responsibilities for implementing assigned students' instructional program. Demonstrated ability to develop good rapport with children.

Physical Demands: *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, as defined by the District, may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to sign, handle, feel, or occasionally operate computers and office equipment. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee must occasionally lift, carry, move and/or restrain school-aged students. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing 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 usually located in a classroom and is occasionally exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate. Occasional travel may be required to other locations or to attend school activities and field trips.

Terms of Employment: School year or as specified on the Memorandum of Employment.

Evaluation: Performance will be evaluated annually by the Principal and/or Director of Educational Support Services.

Date Approved: 8/28/2016/J Godek

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.