

**NORTH CENTRAL OHIO EDUCATIONAL SERVICE CENTER
JOB DESCRIPTION**

Position: Certified Interpreter for the Deaf Locator Code: 305

Reports to: Special Education Supervisor

Employment Status: Regular/Full-Time

FLSA Status: Non-Exempt

Description: Under general direction, provides interpreting and other support services to students with hearing impairments participating in inclusive, mainstreamed, or self-contained setting within the school district. The educational interpreter's primary function is to facilitate communication among students who are hearing impaired, their peers, the classroom teacher, and other personnel in the school system.

Note: The below lists are not ranked in order of importance

Essential Functions:

- Provides sign-to-voice and voice-to-sign interpreting (may include ASL, a form of Manually Coded English, and/or oral interpreting) for students with hearing impairments
- Participates in educational team meetings, including the multi-factored evaluation process and the development and review of progress on the individualized educational program, to provide goals and insight on the success of communication strategies
- Provides interpreting for extracurricular activities and parent meetings when necessary
- Assists in providing orientation on deafness for hearing students and staff
- Attends staff and other school meetings when appropriate
- Demonstrates regular and predictable attendance
- Keeps informed of current professional/subject area literature and curricular learning materials/resources available
- Participates in workshops given by agencies and personnel such as the SST, universities, county and local staff, and professional organizations designed to upgrade professional skills and knowledge of special education

- Completes any and all other duties as assigned by the Supervisor, Director of Education, Superintendent or his/her designee

Qualifications:

- Associates degree required
- Completion of an interpreter preparation program or enrolled in a valid interpreter preparation program, with subsequent ODE certification as an Interpreter for the Deaf
- Recommended one to two years of prior successful work experience as an educational interpreter
- Must possess a valid Ohio Driver's License
- Documentation of a clear criminal record
- Meets all mandated public health requirements (e.g. negative tuberculosis test, etc.)
- The employee shall remain free of alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center

Equipment Operated:

- Telephone
- Motorized Vehicle
- Computer
- Copier
- Fax Machine
- Audio Visual Equipment

Additional Working Conditions:

Note: 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 may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee is regularly required to walk, talk and hear. The employee is frequently required to use hands and fingers to handle or feel objects, tools or controls; to reach with hands or arms, to stoop, kneel, crouch or lift moderate weight. Specific vision abilities required by this job include close vision, distance vision and depth perception
- Potential for exposure to blood, fluids, and tissue
- May be required to operate and/or ride in a vehicle in inclement weather
- May be required to work extended hours
- Potential for interaction with aggressive, disruptive and/or unruly individuals
- May require working under time constraints to meet deadlines
- May require prolonged use of a computer keyboard and monitor

Terms of Employment:

- Not to exceed 185 days

Performance Evaluation:

- As per North Central Ohio Educational Service Center Administrative Guidelines

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____
(Employee Signature)

Adoption date: 04/15/2008

**NORTH CENTRAL OHIO EDUCATIONAL SERVICE CENTER
JOB DESCRIPTION**

Position: Paraprofessional for the Deaf Locator Code:305-G

Reports to: Director of Special Education

Employment Status: Regular/Part-Time

FLSA Status: Exempt

Description: Under general, provides interpreting and other support services to students with hearing impairments participating in inclusive, mainstreamed, or self-contained setting within the school districts. The paraprofessional for the deaf's primary function is to facilitate communication among students who are hearing impaired, their hearing peers, the classroom teacher and other personnel in the school system.

Note: The below lists are not ranked in order of importance

Essential Functions:

- Provides sign-to-voice and voice-to-sign interpreting (may include ASL, a form of Manually Coded English, and/or interpreting) for students with hearing impairments
- Upholds governing board policies and follows administrative procedures
- Participates in educational team meetings, including the multifaceted evaluation process and the development and review of progress on the individual educational program, to provide goals and insight on the success of communication strategies
- Provides interpreting for extracurricular activities and parent meetings when necessary
- Assists in providing orientation to deafness for hearing students and staff
- Attends staff and other school meetings when appropriate
- Demonstrates professionalism and contributes to a positive work environment
- Keeps informed of current professional/subject area literature and curricular learning materials/resources available
- Participates in workshops given by appropriate agencies
- Performs other duties as assigned Director of Special Education, Superintendent of other designee

Qualifications:

- Completion of a sign language training program or enrolled in a valid interpreter preparation program with subsequent ODE certification as and Interpreter for the Deaf
- Valid Ohio Department of Educational Aide Permit or above required
- Documentation of a clear criminal record
- Recommend one to two years of prior successful work experience as an educational paraprofessional for the deaf
- Meets all mandated public health requirements (e.g. negative tuberculosis test, etc.)

Equipment Operated:

- Telephone
- Motorized Vehicle
- Computer
- Copier
- Fax Machine
- Audio Visual Equipment

Additional Working Conditions:

Note: 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 may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee is regularly required to walk, talk and hear. The employee is frequently required to use hands and fingers to handle or feel objects, tools or controls; to reach with hands or arms, to stoop, kneel, crouch or lift moderate weight. Specific vision abilities required by this job include close vision, distance vision and depth perception
- Potential for exposure to blood, fluids, and tissue
- May be required to operate and/or ride in a vehicle in inclement weather
- May be required to work extended hours
- Potential for interaction with aggressive, disruptive and/or unruly individuals
- May require working under time constraints to meet deadlines
- May require prolonged use of a computer keyboard and monitor

Terms of Employment:

- One hundred eighty five (185) day annual contract or per school calendar

Performance Evaluation:

- As per North Central Ohio Educational Service Center Administrative Guideline

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____
(Employee Signature)

Adoption date: 01/19/2010