

Educational Service Center of Medina County

Job Description

Title: **Interpreter for the Hearing Impaired**

Reports To: Superintendent, Director of Special Needs Initiatives, or District Representative

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Completes documented evidence of a clear criminal record.
- Holds a valid Ohio Department of Education license Associate: Interpreter for Hearing Impaired.
- Possesses a valid Ohio driver's license.

Description:

Provides interpretation and assistance to hearing-impaired students and parents.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.

13. Responds quickly to directives from the Superintendent and/or Director of Special Needs Initiatives.

Essential Functions:

1. Implements Educational Service Center of Medina County administrative policies, rules, regulations, and directives.
2. Demonstrates professional growth.
3. Implements Educational Service Center of Medina County customer philosophy.
4. Effectively utilizes other personnel and seeks viewpoints and/or assistance when appropriate.
5. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
6. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
7. Maintains a positive working relationship with personnel from county and all contracted school or agencies.
8. Maintains an appropriate appearance.
9. Maintains a good attendance record.
10. Provides expressive (voice to sign) and receptive (sign to voice) interpreting service (may include American Sign Language, a form of manually coded English and/or Pidgin, and/or oral interpreting) for students with hearing impairments in mainstreamed classes.
11. Provides interpreter services: oral, American Sign Language, or transliterating, depending on the individual needs of the students(s) serviced.
12. Interprets/transliterates the incidental and substantial content of the speaker's presentation so that the complete spirit of the speaker's communication is accurately conveyed to the hearing-impaired person, using the language and communication mode that is most appropriate for the person(s) for whom he/she is interpreting.
13. Reverse interprets/ transliterates the message of the hearing-impaired person(s) to the hearing person/audience.
14. Interprets for both "in-class" activities and "out-of-class" activities, e.g., parent meetings, psychological testing, and assemblies, when necessary.
15. Provides tutoring as directed by the mainstream teacher and provides note-taking services when necessary and when interpreting is not needed.
16. Provides insight on the success of communication strategies, upon request of the building administrator or designated supervisor.
17. Provides/assists in clerical services for the teachers when necessary.
18. Maintains confidentiality in all work responsibilities.

Other Duties and Responsibilities:

1. Reinforces instruction and supports academic standards set for the student by the certified teacher(s).
2. Maintains a positive interpreting situation in the regular classroom; does not counsel, advice, or interject personal opinions in the performance of daily duties.
3. Performs all provisions to include instructions of the Individual Education Plan.
4. Performs any additional duties determined by the administration of the Educational Service Center of Medina County.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018