

# **CITY OF AUGUSTA**

## **Department of Public Schools**

### **JOB DESCRIPTION**

**TITLE:** EDUCATIONAL INTERPRETER TECHNICIAN III

**REPORTS TO:** Director of Special Education

**JOB GOAL:** Provide sign language interpreting and other support services to students with a hearing impairment mainstreamed in the school district. The educational interpreter's primary function is to facilitate communication among students with a hearing impairment and their hearing peers, the classroom teacher, and other personnel in the school system. It is essential that the educational interpreter have sufficient knowledge of the content to be able to interpret its concepts and vocabulary accurately and meaningfully. This is likely also to call for preparation time, including but not limited to, meet with the instructor, read lecture outlines, skim required readings in textbooks, and preview uncaptioned instructional videotapes.

**QUALIFICATIONS:**

1. A minimum of 90 credit hours of approved study in an educationally related field;
2. Educational Technician III authorization, Maine Department of Education;
3. Successful background, criminal records, fingerprinting and reference check;
4. Certification by "Registry of Interpreters for the Deaf" preferred;
5. Prior experience working with school age children;
6. Ability to interpret/transliterate at a normal conversational rate and ability to provide oral interpreting/transliterating required.

**PERFORMANCE RESPONSIBILITIES:**

- Provide expressive and voice interpreting, (which may include American Sign Language, a form of manually coded English, and/or oral interpreting), for students with hearing impairments in mainstream classes
- Interprets all communications/directions towards the student
- Interprets all instructions given by teacher
- Positions oneself near the speaker and within direct view of the student with the hearing impairment
- Prepares for interpreting situations by learning the necessary vocabulary
- Refers students' questions to the teacher

- Reverse interprets the students' communications directed towards others.
- Provides tutoring and/or note taking services for students with hearing impairment when necessary and when interpreting is not needed
- Instructs the students on new signs being used for an activity, re-teaching the language until understood by students
- Participates in educational meetings, including the development and review of progress on the Individual Education Plan, providing insight on the success of communications strategies
- Provides interpreting for extracurricular activities and parent meetings when necessary
- Provides the teaching of sign language to groups of students and school staff members as necessary

**TERMS OF EMPLOYMENT:**

Per negotiated Augusta Educators' Association

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.**

Approved by: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_