

**CABELL COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**POSITION:** Educational Sign Language Interpreter I/II  
**REPORTS TO:** Special Education Department/Principal/Special Education Supervisor  
**EMPLOYMENT TERM:** 200 Days  
**SALARY SCHEDULE:** F16 to G

**JOB GOAL:** To facilitate student's integration into all regular education classes by providing total communication interpreting and by working in concert with the student's regular classroom teachers and all support service personnel working with student.

**QUALIFICATIONS:** In addition to those duties listed for general special education aide the following qualifications apply:

1. Must have completed the EIPA requirements and endorsement as Educational Sign Language Interpreter I or Educational Sign Language Interpreter II.
2. Must have documented previous experience working effectively in concert with a variety of professionals in an educational setting.
3. Must have history of satisfactory employment as related to attendance, punctuality and ability to work with others.
4. Must be self-directed individual.
5. Combine signs, finger spelling, and gesture to convey language. Signing exact English is the method required, using English syntax and structure.
6. When signing is used, interpreter will use Total Communication, including both sign and mouth movements.
7. Will present spoken material to aid oral students through clear, audible representation, which is easy to lip read.
8. Shall be skilled in one to one and group conversational skills.
9. Have training and experience in working with developmentally delayed children.

**DUTIES:** The aide will support and facilitate the student's program in the following ways:

1. Render communication faithfully, always convey the content and spirit of the speaker, use language most readily understood by the students served.
2. Function as an extension of classroom teacher in student's educational program.
3. May be required to interpret directly from taught materials or be asked to do re-teaching as an instructional aide in one on one setting that is teacher-directed.
4. Shall maintain information about the students in a confidential manner.
5. Shall dress in a manner not distracting to the students and conduct oneself in all phases of assignment in a manner befitting a professional.
6. May be required to accompany children to therapy sessions, playground, bus duty and other activities.
7. May be required to do daily hearing aid checks and additional special record keeping.
8. May be required to work one on one with students and implement teacher plans with regards to instruction, toileting skills and feeding activities.
9. Required to give attention to the safety of the children and perform any other duties assigned by supervision.