Clermont County Educational Service Center
Innovation & Excellence
HUMAN RESOURCES

JOB DESCRIPTION

JOB TITLE: Educational Interpreter/Classroom Aide

FLSA STATUS: Non-exempt

EMPLOYMENT STATUS: Full-time, Part-time
Classified

REPORTS TO: Low Incidence Teacher and/or Supervisor of Special Education

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POSITION DESCRIPTION: Under general direction, the Educational Interpreter facilitates communication between students who are hearing impaired and/or communication challenged and their hearing peers, classroom teachers, and other personnel in the school environment. The interpreter will also encourage independent socialization in the mainstream setting, participate 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. The Educational Interpreter assists the educational team in providing and maintaining a safe and nurturing learning environment for all students and maintains high level of confidentiality of students, parents and teacher.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must be 18 years of age or older and possess:

- Associate's Degree or Equivalent from an accredited institution;
- Completion of an interpreter preparation program;
- Two or more years of experience interpreting in an educational setting desired;
- Ability to provide appropriate references;
- Ability to obtain Ohio Department of Education Professional Associate License for Interpreter for the Hearing Impaired;
- Ability to obtain and maintain certification in crisis prevention intervention and de-escalation techniques;
- Ability to maintain a high degree of confidentiality;
- Willingness and ability to work as a team member and with the public;
- Ability to exercise independent judgment;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license and/or provide own transportation;
- History of strong work record, including good job attendance;
- Documented evidence of participation in mandatory annual trainings (i.e. SafeSchools); and
- State and Federal Background checks free of infractions as required by Ohio law and Board Policy.

ESSENTIAL FUNCTIONS OF THE POSITION:
The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. An individual employed by the Clermont County Educational Service Center in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Communicate everything that is spoken in the classroom via the use of established mode (e.g., ASL, SEE, Pidgin, etc.);

- Sign or cue significant verbal or nonverbal sounds (such as a P.A. announcement, a door slamming, fire alarm bell, etc.);
- Encourage student(s) to voice for themselves; The interpreter will voice for the student when the student's vocalization is unintelligible;
- Encourage direct interaction with the mainstream teacher(s);
- Oversee student's communication atmosphere; classroom lighting, seating arrangement, telex/FM equipment, hearing aid, etc., in a classroom, building and outside building settings;
- Be available, upon request, to participate in special education meetings (e.g., IEP, conferences) that relate to his/her student or the hearing impaired program;
- Be available to accompany students on field trips, assemblies, or special programs to facilitate communication;
- Work with the mainstream teacher to reinforce behavior management;
- Consult with the teacher of the hearing impaired, SST or communication specialist on language and communication goals for the student;
- Assist the student(s) and teacher(s) as classroom aide during “downtime” when not interpreting; Maintain role as classroom aide if student is absent;
- Be aware of and able to support student’s abilities, needs, services, and language use documented on the ETR and IEP;
- Participate in IEP meetings and is prepared to share information regarding student(s) receptive and expressive skills, role and responsibilities, use of services as these pertain to interpreting;
- Dress professionally and appropriately giving consideration to the color and style of dress;
- Seek to improve skills and knowledge of the profession;
- Attend staff meeting(s) and scheduled in-services/trainings that are appropriate for the educational interpreter and related to maintenance of position;
- Identify and report major problems to teacher;
- Communicate (verbal and written) problems with students' health, behavior or academics to teacher;
- Assist students in following directions;
- Prepare children for daily class activities or program changes;
- Engage in crisis prevention intervention and de-escalation strategies as necessary;
- Operate office machines, technology and equipment appropriate to the position;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, medical leaves, and other unique circumstances;
- Maintain strict confidentiality regarding all district, personnel and student information;
- Be able to be adaptable and flexible with changes, updates, processes, and procedures; and
- Perform other tasks, consistent with the position, as may be assigned by Superintendent and/or designee.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, contributing members of society.
- Help instill in students the belief in and practice of ethical principles and democratic values.
- Respond to routine questions and requests in an appropriate manner.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of: A variety of communication modes, public education, supporting children with special needs, child and language development especially as it relates to students who are deaf or hard of hearing, board policies and procedures, building policies and procedures, staff handbook, Licensure Code of Professional Conduct for Ohio Educators, appropriate school law, and requirements of the Ohio Department of Education.

Ability to: Interpret policies, procedures and regulations; adhere to ethical standards of the profession (e.g., Registry of Professional Conduct,) follow instructions; communicate effectively; plan; schedule; organize; operate office equipment and other related technologies; move/lift moderate amounts of weight up to 50 pounds, and maintain equipment.

Skill in: Sign-language; English and communications; collecting information and charting progress on student use of interpreting services; use of computer and appropriate software applications (Microsoft Office or equivalent), printer, and other customary equipment.

EQUIPMENT OPERATED:
Computer and/or tablet, printer, scanner, filing cabinets, telephone, copier, fax machine, laminator, shredder, calculator, hearing aids, microphones, telex, FM systems, and other related equipment.

PHYSICAL AND COGNITIVE DEMANDS:
Occasional: Reaching above shoulders, typing/keyboarding, math, organizing, planning and moving/lifting amounts of weight up to 50 lbs.

Frequent: Standing, sitting, walking, climbing, balancing, stooping, kneeling, crouching/squatting, bending, twisting/turning, reading, problem solving, regulating emotions and following directions.

Continuous: Concentration, attention to task, task completion, memory, hearing, and seeing.

WORK ENVIRONMENT AND CONDITIONS:
Occasional: Exposure to moving mechanical parts, inclement weather driving conditions; loud noise, travel during work day, unruly children, offensive odors, blood borne pathogens, contagious diseases, bodily fluids and tissue, and aberrant and dysfunctional behaviors which could be potentially harmful.

Frequent: Repetitive hand motion.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Center.

EVALUATION
Staff shall be evaluated in accordance with Board Policy.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow instructions and perform the duties required by the incumbent; supervisor, appointing author or designee. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

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. I further certify that I have reviewed the most current copy of the Clermont County Educational Service Center Employee Handbook, which is available on-line at www.ccesc.org or in the Personnel Office.

_____ _____

Print Name Date

_____ _____

Signature Date

_____ _____

Superintendent or Designee Date

Comments:

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