

# Educational Interpreter— Special Education

## ***QUALIFICATIONS:***

**Certification:** ISBE Paraprofessional License AND  
ISBE approval as an Educational Interpreter for sign  
language

## ***REPORTS TO:***

**Direct Supervisor:** Building Principal

**Program Overseer:** Special Education Coordinator

## ***VISION:***

The Special Education Educational Interpreter will facilitate communication between deaf and hearing individuals and communicate clearly what each individual says. The Educational Interpreter will also assist students with physical, behavioral, or instructional tasks when necessary or possible.

## ***JOB GOALS:***

- Students will have access to communication to benefit fully from the district educational program.
- Students will learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals.

## ***RESPONSIBILITIES:***

- Facilitate communication between deaf and hearing individuals and communicate clearly what each individual says

- Foster understanding of the role and boundaries of an interpreter
- Foster understanding of how to use an interpreter
- Adapt to the maturity and experience level of the student based on age, grade, and ability
- Meet with teachers prior to instruction to review lesson goals and vocabulary
- Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintain the same high level of ethical behavior and confidentiality of information about students as expected of fully licensed teachers.
- Establishes, as fully as possible, a supportive and empathetic relationship with the students without fostering or encouraging intense emotional involvement.
- Serve as a resource person, if and when requested, to the special education service team conferring about one of the students to whom assigned.

***OTHER RESPONSIBILITIES, not to interfere with the primary responsibility of interpreting:***

- Accompany students to the office or school nurse and assist with health-care related needs, if necessary.
- Provide student supervision during instructional and non-instructional times.
- Assist students with physical tasks, including using the restroom.
- Help students when they need instructional assistance or tutorial support.
- Lead a small group or individual activities using materials and lesson plans prepared by the teacher
- Assist the teacher by checking and recording student work, supervising testing and make-up work, and taking attendance.
- Participate in professional development training programs, including yearly Nonviolent Crisis Intervention training.
- Serve as a potential person to perform physical restraint to ensure staff and student safety.
- Perform other duties assigned by the Principal and teacher

***TERMS OF EMPLOYMENT:***

**Work Day:**

6.5 hours per day

**Work Year:**

180 days

**Bargaining Unit:**

Bargaining Unit

**Salary and Benefits:**

Per Contract

***EVALUATION:***

Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.

**NCLB REQUIREMENTS - ONE OF THE FOLLOWING:**

- Complete two years of study at an institution of higher education defined in Illinois as 60 semester hours; or
- Obtain an associate's degree or higher at an accredited institute of higher education; or
- Pass a formal State assessment; or
- Complete 30 semester hours of college credit or an approved teacher aide training program PLUS evidence of 300 "Professional Training Points" based on work experience, additional coursework and other activities