

PHILIPSBURG SCHOOL DISTRICT VACANCY ANNOUNCEMENT

JOB TITLE: SIGN LANGUAGE INTERPRETER (FT)

REPORTS TO: PRINCIPAL

SALARY: Full-time **SALARY RANGE:** \$15.15 – \$17.00 - DOE

Employees are expected to assist the **Philipsburg School District** in achieving its vision of student success. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Facilitates communication between hearing and deaf or hard of hearing individuals in classrooms using American Sign Language and/or other manual sign system; serves as a liaison between deaf or hard of hearing students, hearing students and staff; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides sign-language interpreter services.
- Interprets lectures, discussions, announcements, conversations, meetings, events, and other spoken word situations using American Sign Language or other manual sign system appropriate for the language and the cultural background of deaf or hard of hearing students and staff.
- Ensures appropriate intake and follow-up services for deaf or hard of hearing students.
- Ensures that policies and procedures are compliant with Section 504 and ADA.
- Collaborates with staff to gain understanding of relevant concepts to better facilitate translation for deaf or hard of hearing students.
- Assists in the collection and preparation of documents, including Braille, for students with disabilities.
- Assists in the coordination of services for students with disabilities.
- Maintains awareness of best practices, emerging trends and new legislation relating to Sign Language/Interpreting functional area.
- Completes duties and responsibilities in compliance with school district policies and procedures.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between staff.
- Completes all required training and professional development sessions sponsored by the school district.
- Promotes positive teamwork and provides exceptional customer service to students, staff, parents, and community.
- Ability to accurately interpret spoken language to sign language and interpret sign to spoken language for lecture classes, physical education classes, labs, meetings and various assignments as scheduled; follow and give oral and written directions; demonstrate sensitivity to, and respect for a diverse population; maintain cooperative working relationships.
- Knowledge of American Sign Language, Registry of Interpreters for the Deaf Code of Professional Conduct; technical signs or specialized vocabulary used in the curriculum; deaf culture, local deaf community, and resources for the deaf; specialized equipment for the deaf and hard of hearing (such as TTY/VP).

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- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, staff, and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to perform and excel in a high-tech all-digital environment.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High school diploma or G.E.D. equivalent.
- Prefer a minimum of two (2) years of experience working in sign language or interpreting functional area in an educational setting.
- Demonstrated proficiency in American Sign Language (ASL).
- Experience of working effectively in a team environment.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree from an accredited college or university.
- American Sign Language (ASL) certification or National Registry Interpreter for the Deaf (RID).

CERTIFICATES AND LICENSURES

Completion of an accredited Interpreter Education Program. Endorsement or certification: Registry of Interpreters for the Deaf (RID) / Educational Interpreter Performance Assessment (EIPA). Prefer successful experience working with K-8 students performing interpreting duties and responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, texture perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

NON-DISCRIMINATION DISCLOSURE:

The Philipsburg Board of Trustees does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

All Employees must agree to background check

TO APPLY

Submit district certified application in one pdf file to include a letter of interest, district application, resume, licensure, and three letters of recommendation. Email application materials to grahaml@pburg.k12.mt.us

Our District Application can be found on the District website
<https://www.philipsburgschools.org/>.

Coaching positions are also available in the District – coaching openings can be found on the district website at <https://www.philipsburgschools.org/>