



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 11/10; 10/12; 11/13; 10/16; 8/17; 6/18 ;9/24

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Educational Interpreter for the Deaf/ C-Print Captionist	<b>JOB CODE:</b> 437
<b>DIVISION:</b> Academic-Support and Specialized Services	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 187
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (4, 5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Interprets the speech and language of the classroom into sign language and/or oral lip reading for the students who are deaf or hard of hearing and provides C-Print Captioning services to students who are deaf or hard of hearing.	
<b>REVISION DATE(S):</b> 9/24	

**REQUIREMENTS:**

1.	Educational Level: Bachelor’s degree and pass the Educational Interpreter Performance Assessment (EIPA) at a level 3.5 or higher within 5 years <b>OR</b> hold a valid certification through the Registry of Interpreters for the Deaf (RID)
2.	Certification/License Required: Must hold a valid state certificate/license issued by the Georgia Professional Standards Commission (GaPSC)
3.	Experience: None; Interpreter training program preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to interpret/transliterate (sign and voice) at a normal conversational rate

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Provides live C-Print captioning for students who are deaf or hard of hearing in the general education classroom setting and provides C-Print transcribed information to students.
3.	Interprets classroom lectures, discussion, and tests for deaf or hard of hearing students in sign language form.
4.	Provides voicing for signing deaf or hard of hearing students.
5.	Participates in educational team meetings, including the development and review of progress on the Individual Education Plan; provides input on the success of communication strategies.
6.	Provides orientation regarding deafness, interpreter roles, and special equipment to hearing students and staff.
7.	Accompanies student and interprets to school officials when necessary.

8.	Assists classroom teachers as needs arise in the classroom when those needs do not compromise the interpreter's role as an interpreter for deaf or hard of hearing students.
9.	Serves as a language role model to teachers and students who are deaf or hard of hearing; may include provision of instruction in sign language to students.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date

Signature of Supervisor \_\_\_\_\_ Date