



**POSITION DESCRIPTION**

<b>JOB TITLE: Deaf &amp; Hard of Hearing Interpreter (DHH)</b> Job Class:	
<b>DATE</b>	Office of the Chief Academic Officer  Special Services
<b>BARGAINING UNIT: MTEA</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Facilitates communication between Deaf and Hard of Hearing (DHH) and hearing students, staff members, parents and members of the community.	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Interprets classroom material, content and all teacher/student interactions while complying with the Interpreter Code of Professional Conduct (CPC).
2. Serves as a language model for DHH students in English, American Sign Language (ASL) or Pidgin Signed English (PSE).
3. Establishes a sign vocabulary for DHH students to connect English to ASL or PSE.
4. Conducts tutoring or interprets tutoring for DHH students daily during study hall or other school interventions.
5. Previews and prepares daily classroom materials and videos to ensure accessibility for DHH students and to introduce new vocabulary.
6. Proctors exams and ensures compliance with DHH students' Individual Education Plans (IEPs).
7. Confirms that all instructions are accessible to the DHH students.
8. Interprets at all school and ancillary activities, field trips, assemblies and meetings with non-teaching staff.
9. Leads staff in-services on how to teach DHH students in mainstream classrooms.
10. Travels through district to interpret at meetings with deaf members involved.
11. Actively supports the MPS Strategic Plan.

12. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by DHH Supervisor

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

**JOB REQUIREMENTS:** 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Position requires a high school diploma or a GED and certification from Registry of Interpreters of the Deaf (RID), National Interpreter Certification (NIC), Educational Interpreter Performance Assessment (EIPA) or Wisconsin Interpreter and Transliteration Assessment (WITA) and certification from the Wisconsin Department of Public Instruction as an Educational Interpreter (license #884). An associate's degree is desired.

**Experience Requirements**

One year of previous experience working in an interpreter role, preferably with school-age children. Internship experience is acceptable.

**Knowledge, Skills, and Abilities**

Position requires effective communications skills and presentation skills. The ability to work with diverse population is required. Flexibility in scheduling is desired. An understanding of the various skill levels of students is required. The ability to adjust the educational content to meet the students' comprehension levels is necessary. An understanding of the laws and regulations related to the assigned duties is essential. A basic knowledge of child and language development is required. Must be able to maintain confidentiality. PC experience to include MPS databases and MS Office software is required.

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

General office/classroom environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and frequent standing, bending and use of hands/arms.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**