



New Mexico's Public High School for the Arts

Job Title: Education Interpreter (American Sign Language—ASL)

Reports to: Special Education Director

Start Date: Immediately

Hours: 15 per week

#### Job Description:

New Mexico School for the Arts seeks a passionate and experienced individual to join our team as a part-time Education Interpreter (ASL). The Education Interpreter will provide interpreting services using a variety of manual and verbal communication systems in the educational environment, which includes classroom, laboratory, field trip, assembly, and sports. Most services will be provided during the school day (approximately 9-5), but there may be some evenings or other times, if there is a need for interpretive services during performances, readings, etc.

#### Knowledge, Skills, Abilities and Responsibilities:

##### Communication Facilitation:

1. Interpret information accurately, conveying the thought, intent and spirit of the speaker or signer in a manner appropriate to the communication needs of the participants
2. Interpret for students, parents, and other professionals at IEP meetings, classes, and other school sponsored activities
3. Utilize planning time to meet with teachers and staff as deemed appropriate by the educational team
4. Prepare, preview and study subjects to be interpreted to research vocabulary and appropriate terminology to provide an accurate, appropriate interpretation

##### Educational Support:

1. Understand the student's hearing loss and the effect of this loss on speech, language and cognitive development and apply that knowledge when providing academic assistance

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2. Provide appropriate input as requested for record keeping, program data, time sheets, etc.
3. Keep confidential all private conversations between and with the school staff and the student(s) concerning family or personal issues (except as needed to be reported to the educational team or except when required to share with the team)
4. Be knowledgeable of the methods of behavior management being used in the school and understanding their role in those positions

### Educational Team Member Responsibilities:

1. Participate as a member of the educational team
2. Have an awareness of, and help identify student goals and objectives for the IEP
3. Attend IEP and/or educational team meetings either as an interpreter or as a participant of the team, but not as both
4. Provide in-services to classroom teachers, students and staff about the roles and responsibilities of educational interpreters
5. Explain the technical needs of interpreting, i.e., lighting, visual aids, positioning, and the challenges related to interpreting between languages
6. Share information about social, emotional and cultural aspects of deafness
7. Assist in educating students, staff and other regarding hearing loss

### Professional Conduct and Growth:

1. Function in a professional manner appropriate to the situation
2. Dress appropriately for the profession and for the interpreting task
3. Encourage independence in students
4. Remain current in the field by participating in activities, in-services and skill building workshops to improve knowledge in interpreting, the educational process, and Deaf culture
5. Attend staff meetings

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6. Comply with district performance standards, evaluations, policies and procedures
7. Encourage positive relationships among Deaf and hearing peers, staff, and faculty members
8. Perform other reasonable duties during the work day that the immediate supervisor may assign