



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Signed Language Interpreter
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 26 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Administrative Officer(s) or designate, the Signing interpreter services deaf students in American Sign Language or signed English as appropriate; maintains a constant state of awareness of all communication taking place in the classroom (or other venue) and translates this for the benefit of non-hearing children; assist the non-hearing child(ren) in maintaining academic achievement as outlined in the Individual Education Plan (IEP); and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures.

TYPICAL DUTIES

- participates in the planning and development of the Individual Education Plan (I.E.P.) for the non-hearing child(ren)
- translates speech by the teacher and students into A.S.L., Signed English or visual language mode preferred by consumer
- where the non-hearing child(ren) is also non-speaking, translates the child's(ren's) visual language into speech
- maintains regular communications with the school based team
- constantly monitors child's(ren's) signing skills in order to use an appropriate sign vocabulary
- assist the teacher in the preparation of lesson materials, classroom and field trip supervision, marking, communications and daily record keeping

- constantly monitors child's(ren's) understanding of material being interpreted and explains in visual language any unfamiliar vocabulary
- reviews with teacher the content and vocabulary of material to be presented to the non-hearing child(ren) so that material outside the child's(ren's) understanding can be appropriately interpreted
- interprets for the student(s) at school events outside the classroom (e.g. assemblies, trips to the theatre)
- translates at school based team meetings if a member of the meeting is non-hearing
- promotes an understanding of and familiarity with A.S.L. and Signed English for students and others in the school and community
- assists the team in liaison with parents and other community agencies regarding specific interpreting and communication issues
- monitors operation and trouble shooting of specialized auditory equipment within the classroom
- operates or assists in the operation of specialized computer equipment (e.g. SOLO) used by or assigned to the student by the School District.
- operates standard office equipment including computer (word processing, educational software), photocopier, telephone, printers, TTY equipment (e.g. telephone with keyboard and display)
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description and principal or designate

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of grade 12 plus 120 hours of sign language instruction and an additional 1 year certificate program in visual language translation.
- Over 3 months and up to 6 months on-the-job experience.

REVIEWED BY

Title

APPROVED BY

Title