



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	Sign Language Interpreter
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s)

GENERAL DESCRIPTION

Reporting to the Administrative Officer(s) or designate, the Sign Language Interpreter Provides sign language interpreting services in the school and in the community supporting students who are deaf and hard of hearing. May also reinforce the educational program as indicated in students' Individual Education Plans (IEPs).

TYPICAL DUTIES

- Facilitates communication between deaf, hard of hearing and hearing students, staff and members of the community by providing interpreting services in and out of the classroom in a variety of settings and activities such as conferences, interviews, telephone calls and meetings with students, parents, staff and community groups, adjusting to the signing, educational and communication levels required.
- Prepares, as necessary, for interpreting in an educational setting by reviewing educational material, vocabulary and concepts.
- Provides assistance to teachers and students in the delivery of Individual Education Plans (IEPs).
- Reinforces the educational program by tutoring, adapting or modifying classroom materials to meet the special needs of students.
- Assists in the planning and acquisition of life and social skills, including work and recreational experiences.
- Participates, as required, in educational team meetings and provides input to the IEP and student progress reports as required.
- Prepares classroom materials such as booklets, flip charts and flashcards.
- Performs record keeping functions related to student learning.
- Assists with the supervision of the general student population; supervises assigned students with special needs in and out of the classroom and in the community.

- Provides personal care assistance, such as toileting, feeding, diapering and dressing; provides physical assistance, such as wheelchair manoeuvring, positioning, lifting, transferring and motor skill development exercises.
- Supports students using specialized equipment such as TTYs, close captioning computer software and close caption converters.

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 12.
- Sign language interpreter training program (3 years post secondary education)

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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