



SIGN LANGUAGE INTERPRETER/ TEACHER OF THE DEAF (TOD) JOB DESCRIPTION

General Responsibility:

Responsible for sign language interpretation /communication facilitation for preschool aged deaf/hard of hearing student at the Child Development Center (CDC). The interpreter/communication facilitator's role is to make it possible for the child who is deaf or hard of hearing to access the daily routines and activities at CDC.

Immediate Supervisor:

Director of Therapy

Minimum Educational/Certification Qualifications:

EIPA or RID interpreter certification preferred, but, applicants with strong sign skills and willingness to be further trained will be considered.

Essential Duties:

- Use a variety of communication methods (signs, voice, gestures, print) to help with communication between the student, peers and staff
- Interpret or paraphrase instructions, comments and other spoken exchanges of the teachers and classmates in sign language, voice, gesture and/or pictures
- Provides support to the deaf/hard-of-hearing students by pre-teaching and/or reinforcing concepts taught in the preschool classrooms
- Ensures the students receive and understand communication presented in the preschool setting
- Effectively communicate by using language appropriate for the child and clarify aspects of the child's surroundings (i.e., routines, rules, and concepts)
- Take directions and cues from the teacher and communicate these with the child
- Provides individual and small group sign language support to meet the individual needs of the students
- Assist staff and peers in developing appropriate communication strategies with the child
- Create materials to target the student's individual needs
- Support CDC staff with the needs of the child who is deaf/hard of hearing
- Work with student, peers and teachers on strategies for interactive communication, mobility and life skills independent of communication facilitator
- Communicate effectively with students, families, and colleagues
- Provide sign language instruction to staff and peers, as requested
- Maintain proficiency in performing sign language
- Manage the student's amplification and communication equipment (hearing aids, cochlear implant)
- Implement behavior management strategies
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy
- Must follow all policies and procedures of CDC
- Must be willing to perform other duties as assigned

Skills Required:

- Strong sign language skills. EIPA or RID interpreter preferred
- Must have strong oral and written communication skills in order to interact effectively with a wide variety of people
- Must be reliable, organized, and detail oriented
- Ability to learn new procedures, laws, and software, as needed
- Ability to work in a collaborative work environment
- Must maintain a high level of confidentiality relative to all matters at CDC
- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community
- Ability to multi-task and manage large and small projects without supervision
- Represent CDC in a professional manner.

Physical/Environmental Requirements:

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted
- Must be able to tolerate air conditioned buildings and fluorescent lights
- Must be able to work effectively in a stressful environment
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.

Acknowledgement of job requirements:

I have read and understand the requirements and essential job duties of the Sign Language Interpreter/Teacher of the Deaf. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: _____ Date: _____

Printed Name: _____



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line