

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

## District Interpreter

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 185 days a year, hours to be established by site principal.

**JOB GOAL:** To ensure the efficient operation of the school office to ensure the maximum contribution to the success of the staff and students of the school is possible.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Facilitate communication between hearing persons and persons who are deaf or whose hearing is impaired. This may include:
  - A. Translating spoken language into a tactile method of sign language or vice versa.
  - B. Translating spoken language into an oral interpretation of the speaker's words by enunciating, repeating or rephrasing those words without using the voice to assist a person who is deaf or whose hearing is impaired in lip-reading the information conveyed by the speaker.
  - C. Translating spoken language into a visual representation of spoken language that:
    - I. Uses eight hand shapes to represent groups of consonants and the placement of those hand shapes in four positions around the face to indicate groups of vowel sounds; and
    - II. Is used in conjunction with lip-reading.
  - D. Translating spoken English into a system of sign language that is based on the syntax of the English language or vice versa.
2. Assignment may include assistance to district employees as well as special needs students.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Ability to use a computer.
2. Ability to work effectively with hearing impaired students and adults.
3. Knowledge of deaf culture, community issues and code of ethics.
4. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
5. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
6. Recognizes and reports hazards, and conforms to safety standards as prescribed.
7. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
8. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. High School Diploma or equivalent

#### **Licenses and Certifications:**

1. A person who engages in the practice of interpreting in the State of Nevada must have been issued one of the following certificates by the Registry of Interpreters for the Deaf, or its successor organization:
  - A. Master Comprehensive Skills Certificate
  - B. Comprehensive Skills Certificate
  - C. Certificate of Interpretation
  - D. Certificate of Transliteration
  - E. Legal Specialist Certificate
  - F. Oral Interpreting Certificate

AND

Been certified by the National Association of the Deaf as having a level or proficiency in providing interpreting services at 4, or 5.

OR

Passed the Cued Language Transliterater National Certification Examination administered by the Testing, Evaluation, and Certification Unit, Inc. and must hold a Transliteration Skills Certificate issued by the Testing, Evaluation and Certification Unit, Inc.

OR

Have completed the Education Interpreter Performance Assessment (EIPA) administered by the Boys Town National Research Hospital with a proficiency level rating of 4 or 5.

2. Valid Nevada Driver License

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Sedentary/Light - Exert force of 10-25 lbs., frequently; up to 10 lbs., constantly.

**Physical Demands:** Frequent signing, finger-spelling and use of speech.

**Signing/Auditory/Oral:** Frequent communications with persons who are deaf/hard of hearing and/or persons who are hearing, via person-to-person, telephone and/or TDD.

**Vision:** Frequent use of vision, (near/far acuity) in order to interpret signs/finger-spelled words/body language accurately into spoken English, read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting and school settings, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment). May be required to diffuse threatening situations/confrontations.

**Working Conditions:** Classroom or suitable workspace with supplies and equipment necessary to carry out the functions of the position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: \_\_\_\_\_

Superintendent

5/30/17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_