



# Northwest Regional Education Service District

## **NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION**

**Position Title:** ASL (American Sign Language) Interpreter

**Department:** Special Student Services

**Location:** As Assigned

**Reports To:** Coordinator of Deaf/Hard of Hearing

**FLSA Status:** Non Exempt

**Bargaining Unit:** Classified, OSEA

**Compensation:** Classified Salary Schedule, Range O

**Work Days:** 190 Days

Prepared Date: 06/2021

Revised Date: 12/2023

### **NW REGIONAL ESD'S MISSION STATEMENT**

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

#### **General Description:**

ASL Interpreters facilitate communication by interpreting in the classroom, during assemblies, and in meetings between staff and Deaf/HH students and/or families. Interpreters also interpret for visiting organizations and during sports and other activities. Interpreters perform behavioral management as needed, and tutor students to help them so they do not fall behind.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Hold a Bachelor's Degree from an Interpreter Education Program or in a related educational field; or achieve a passing score on the EIPA Written Test
2. Must have achieved a passing score of 3.5 or above on the EIPA Performance Test or hold RID NIC, CI or CT Certification
3. Hold a current or temporary Oregon ASL Interpreter License



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4. Ability to use Microsoft Office Professional Suite (Word, Excel, Access), Google Suite, and work-related software programs
5. Proficiency with reading and writing English
6. Knowledge of tutorial/instructional procedures preferred
7. Experience working with children preferred

## **KNOWLEDGE, SKILLS, and ABILITIES:**

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively managing bias
2. Ability to work with very high degree of accuracy and organizational skills
3. Ability to exhibit professionalism and effective human relations
4. Confer regularly with immediate supervisor and/or teacher
5. Develop job skills necessary to meet changes in the position
6. Maintain personal appearance and hygiene appropriate to the position as defined by the NWRES D

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks.**  
**Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Interprets for Deaf/HH students
- B. Participates during IEP/IFSP meetings as a resource person during meetings
- C. Interprets school related meetings
- D. Participates in relevant staff meetings and trainings
- E. Provides tutoring/academic/language support to Deaf/HH students
- F. Ability to interpret English into ASL, and ASL into English
- G. Maintain regular and consistent attendance and punctuality
- H. Must complete and document 12 seat hours of continuing professional development related to sign language interpretation each year when under contract and adhere to all ASL Interpreter Licensure requirements
- I. Complete any required paperwork in specified time and manner
- J. Professionally represent the ESD and assigned work location in interactions with families, community, staff, students, and partner agencies
- K. Perform other duties and responsibilities as assigned

## **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRES D Mission and Values and Strategic Plan Goals



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- Establish and maintain a positive and respectful working environment and professional relationships with students, staff, administration, families, and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with others
- Hold expectations for high performance of self
- Maintain accurate, complete and confidential records as required by law and NWRESD policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, NWRESD policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance, and following schedules
- Work collaboratively with other departments

## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to families, staff, and other district personnel.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy. Must apply concepts such as fractions, percentages, ratios and proportions to practical situations.

## **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORK ENVIRONMENT:**



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Work is generally performed in a standard office setting. Frequent travel to various sites is required.

## **Daily:**

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

## **Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Frequent travel to various sites required

## **Required Physical Demands of Essential Functions and Responsibilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***



# Northwest Regional Education Service District

## **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.