

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

District Interpreter I and II

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 183 days per 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 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
2. In addition to above, **District Interpreter II** must also hold an Associate's Degree from an accredited college or university

Licenses and Certifications:

1. A **District Interpreter I** who engages in the practice of interpreting in the State of Nevada must:
 - a. Complete the Education Interpreter Performance Assessment (EIPA) with a proficiency level rating of at least 3.5 or its equivalent, in providing sign language interpreting services,
OR,
Hold another credential for interpreters in a primary or secondary educational setting that is approved by the NV Division of Health and Human Services (NVDHHS).

- b. Complete provisional registration with the NVDHHS to practice sign language interpreting in a primary or secondary educational setting.
- c. Participate in an ongoing program for the professional development of interpreters and engagement with a professional mentor.
- 2. A **District Interpreter II** who engages in the practice of interpreting in the State of Nevada must:
 - a. Complete the Education Interpreter Performance Assessment (EIPA) with a proficiency level rating of at least 4.0 or its equivalent, in providing sign language interpreting services,
OR,
Hold another credential for interpreters in a primary or secondary educational setting that is approved by the NVDHHS.
 - b. Complete registration with the NVDHHS to practice sign language interpreting in a primary or secondary educational setting.
 - c. Participate in an ongoing program for the professional development of interpreters.
 - d. Required to serve as a professional mentor to all NCSD District Interpreter I employees.
- 3. Valid Nevada Driver License

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCSD 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.

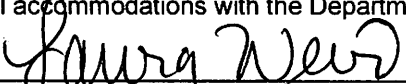
Working Conditions: Classroom or suitable workspace with supplies and equipment necessary to carry out the functions of the position description.

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

9.14.23
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: _____