



JACKSON COUNTY SCHOOL DISTRICT
Department of Special Education

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TO: Dr Amacker, Superintendent
FROM: Stewart Hurley, Director of Special Education
DATE: 06/29/16
SUBJECT: Interpreter for the Hearing Impaired job description/Pay scales

I am submitting a job description for approval for the position of Interpreter for the Hearing Impaired. Please see attached description.

I am also submitting the following pay scale for the position of Interpreter for the Hearing Impaired.

Quality Assurance certification (QA)

QA I- 18.00 an hour

QA II- 19.00 an Hour

QA III - 20.00 an Hour

National Certification- 21.00 an Hour

Stewart Hurley, Ed.S

Special Education Director

Jackson County School District

**JACKSON COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Interpreter for the Hearing Impaired

Board Approved July 11, 2016

QUALIFICATIONS:

1. High school graduate; additional schooling preferred, but not required.
2. Certified with the Mississippi School for the Deaf. Registered with the Office on Deaf and Hard of Hearing. Quality Assurance(QA) certification level 1,2,3, or National Certification
3. Positive attitude in working with students
4. Pleasing personality and appearance; professional demeanor
5. Other requirements as determined by the Board of Trustees and the administration

SUPERVISES: N/A

REPORTS TO: Principal and Assigned Teacher

JOB GOAL:

To assist the teacher(s) and student(s) in maintaining appropriate classroom activities and environment in order that the student(s) may learn effectively

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned including, but not limited to:

1. Reinforce skills that have been previously introduced by the teacher
2. Provide individual instruction
3. Assist student(s) in specific skills development
4. Collaborate with the teacher(s)
5. Review with student(s) who have been absent and missed class work
6. Accompany student(s) to music, P.E., library, recess, lunch, field trips
7. Assist substitute teachers
8. Promote parent/community involvement in the instructional process
9. Operate audio-visual aids and/or assistive technology as required
10. Abide by confidentiality regulations
11. Clear all parent communication through the classroom teacher(s)
12. Assist in record keeping
13. Other duties as assigned by administrator

TERMS OF EMPLOYMENT:

180 Days

EVALUATION:

Annually by the Principal and/or Supervising Teacher

SB

BA