

Educational Interpreter I

Position Details

Class Code: 4240

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, works with deaf and hard-of-hearing (DHH) students.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Interprets lectures, assignments, and other school activities for DHH students into American Sign Language (ASL), Manually Coded English (MCE), or verbally in a method suitable for “verbal” students.
2. Reverse interprets into spoken English as needed for others.
3. Restructures expressed language to receiving party for clarity and comprehension.
4. May type/duplicate bulletins, instructional materials, schedules, correspondence, reports, etc.
5. Acts as liaison among administrative/educational staff, resource personnel, and students; promotes understanding and sensitivity towards DHH students’ needs.
6. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), as necessary.
7. May monitor students during assigned period(s) in school environments (assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) to maintain a safe learning

- environment, which may include physical interventions (jogging/running after student(s) to prevent them from harming themselves or others).
8. Conforms to safety standards, as prescribed.
 9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves interpreting using ASL, MCE, or verbal communication systems, as assigned.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge and competency in ASL, MCE, or verbal, expressive, and receptive communication styles.
 2. Knowledge of CPR/AED and Universal Precautions.
 3. Ability to work effectively with DHH students and adults.
 4. Ability to interpret and apply verbal/written instructions.
 5. Ability to learn and apply school rules, regulations, and procedures.
 6. Ability to maintain confidentiality of student records/contacts, etc.
 7. Ability to complete routine records.
 8. Ability to work with DHH students and deal with unusual student behavior.
 9. Ability to work flexible hours/shifts.
 10. Ability to work cooperatively with employees, students, and the public.
 11. Ability to recognize and report hazards and apply safe work methods.
 12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Experience demonstrated by Clark County School District (CCSD) DHH program examination.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Educational Interpreter Performance Assessment (EIPA) Levels 3.0 - 3.4 certification. Certification must be maintained according to Nevada laws/regulations.
5. Current CPR/AED certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

NOTE: EIPA certification is required according to Nevada Revised Statutes (NRS) 656A. Educational Interpreter I's must adhere to the stipulations of this law.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Verification of successful CCSD DHH program examination completion.
 6. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD schools – classrooms, offices, Individualized Education Program (IEP) meetings, principal/teacher meetings, other designated school areas, etc.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

Physical Demand

Frequent sitting, carrying, climbing, balancing, crouching, jogging, running, standing, walking, pushing, pulling, stooping, kneeling, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Frequent signing, finger spelling, and use of speech. Signing/Auditory/Verbal: Frequent communications, including with people who are deaf/hard-of-hearing, in-person, via telephone, and via Telecommunication Device for the Deaf (TDD). Vision: Frequent use of vision (near/far acuity) to interpret signs, finger-spelled words, and body language accurately into spoken English, and read printed/online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

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).

Examples of Equipment/Supplies Used to Perform Tasks

TDD/relay systems, computers, printers, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/29/24
- Created: 01/17/88