

## Vacancy Notice for Vassar Public Schools

### Interpreter for the Deaf

Responsible to: Supervisor of Special Education

#### Terms of Employment

- PCMI employee
- Rate of pay \$25.00/ hour for qualified interpreter
- Currently 1 opening in Vassar (high school student) for the 2018-2019 school calendar year
- Start date is August 28, 2018.

#### General Summary of position:

- To provide Sign Language translation between spoken/sign language in a variety of settings including, but not limited to, special education classrooms, regular education classrooms, vocational programs, work sites, or other special activities such as extracurricular and non-academic situations.
- When necessary, under the direction and supervision of the teacher, review material with the D/HH student that has been presented in class, introduce new vocabulary, and establish signs for vocabulary that may be used in an upcoming lesson.
- Follow the interpreter and classroom schedule and interprets for student(s) as directed by administration.
- To be available on a need basis for school functions outside the classroom, during regularly scheduled school and extracurricular hours such as: conferences and workshops.
- Assists the teacher(s) by working with students on individual and/or small group instructional activities.
- Utilizes instructional plans, strategies, methods, materials and techniques that meet the individual educational needs of students with hearing impairments.
- As requested by Administration, participates as part of an IEP team in planning educational programs for students.
- Attends all approved and required workshops and in-services.
- Demonstrates a positive attitude in working with students, parents, and other staff members and community members.
- To maintain confidentiality with respect to student, parent, and staff information.
- To ensure a safe environment for students at all times.
- Must be willing to receive additional training to improve job skills.
- To meet and greet visitors in a positive and helpful manner.
- To implement lesson plans as developed by the teacher.
- Other duties as assigned by Administration.

#### Required Qualifications:

- High School diploma or GED.
- Minimum of 4.0 EIPA score or working toward the certification
- Excellent oral, written, and comprehension skills required.
- Must be able to work effectively with others as a team member in a work team environment.
- Ability to lift students and assist as necessary.
- Must have good attendance history.
- All applicants who are conditionally considered for employment will, as a final step in the employment process, be required to submit to background

#### Application procedure:

- Submit Resume' to:

Jason Kiss, Vassar Public Schools at [JKiss@vassar.k12.mi.us](mailto:JKiss@vassar.k12.mi.us)

**OPEN UNTIL FILLED**