

#26604v7

**M.A.N.T.E. STAFF JOB DESCRIPTIONS**

**POSITION:** INTERPRETER/TUTOR

**REPORTS TO:** School Principal

**SUPERVISES:** N/A

**JOB SUMMARY:** Facilitates learning and communication among deaf and hard-of-hearing students and others in an educational setting.

**POTENTIAL EXPOSURE TO VIOLENCE:** Working in a school setting poses certain inherent risks. Therefore, a minimum of one day of training in either NVCI, WEVAS, or Restitution is recommended every three years.

**DUTIES & RESPONSIBILITIES:**

- assists in administering and explaining academic subject activities;
- provides classroom interpreting, platform interpreting, and one-to-one or small group tutoring;
- takes direction from the Principal or designate and from classroom teachers regarding student educational program expectations;
- photocopies and files classroom materials; prepares and gathers materials for use in the classroom;
- monitors student behaviour and supervises indoor and outdoor activities during recess, lunch hour, busing, and classroom changes;
- assists students with multiple challenges in classroom integration, including social and behavioural issues;
- may use specialized communication/adaptive equipment when working with students;
- may attend meetings with clinicians, coordinators, parents, community professionals, classroom and/or resource Teachers to obtain and/or provide information on the academic and behavioural modification requirements of students;

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- documents academic and behavioural information;
- reinforces appropriate behaviour patterns with challenged students;
- checks and troubleshoots student amplification equipment;
- assists students with personal care needs;
- performs other duties as assigned, including all of the above activities in support of other students in the absence of deaf and/or hard-of-hearing students.

**QUALIFICATIONS:**

- high school diploma;
- a graduate of a recognized accredited college or university program in Sign Language Interpretation;
- one or more years experience would be an asset; especially within a classroom setting;
- ability to communicate effectively both verbally and in writing with all levels of staff, students, and the public;
- computer training and keyboarding skills;
- ability to handle confidential information;
- ability to work in a structured environment;
- training in CPR and First Aid would be an asset;
- ability to work as a member of an educational team;
- ability to effectively deal with inappropriate student behaviour;
- equivalent combination of education and experience may be acceptable to the Division.

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