

Opportunities in Edmonds

INTERPRETER FOR THE DEAF

Substitute Positions

(Applications are accepted on an on-going basis and will be reviewed on an as-needed basis.)

The Edmonds School District seeks outstanding professionals who are committed to helping young people achieve success, enjoy working in a collaborative environment, look for opportunities to expand their capabilities, and view education as a partnership of students, staff, parents and community.

POSITION DESCRIPTION

This position is responsible for performing accurate voice to sign and sign to voice interpretation for all classroom communication and dynamics between and among the teacher, students, and the deaf or hard of hearing student. Interpreters must adapt their signing to varying student needs and abilities. Interpreters must familiarize themselves with subject matter being taught. Interpreters also provide interpretation for other situations such as test administration, assemblies, extracurricular activities, and perform other related duties as assigned. Part of the interpreter's role is to consult with teachers regarding student progress, tutor students when appropriate, and act as a professional resource on interpretation issues for other interpreters and District staff. Interpreters must use good judgment in their role, keeping in mind the Interpreters Code of Ethics and guidance from the program staff. Interpreters must maintain a dress code of clothing and accessories that facilitate students' reading of signs. This position may include accompanying high school students in community placements or vocational classes and the interpreter will need to provide communication support and academic and behavioral support.

Salary: \$22.00 per hour. (Level R, Classified Hourly Rate Schedule.)

Work Year: On-call, hours will vary.

QUALIFICATIONS

We've taken care to identify the qualifications required for this position, and have numbered them so you can clearly address each qualification in your letter of application.

1. Thorough knowledge of principles, practices, and techniques of signing and interpreting for the deaf and hard of hearing. Interpreting skill must be demonstrated by:
 - a. Graduation from a recognized Interpreter Training Program, or
 - b. Passing score on a District devised signing task, or
 - c. RID or NAD certification.
2. Ability to perform accurate, timely, and effective signing for deaf and hard of hearing students.
3. Ability to adapt signing to various students' needs and various school situations.

(OVER)

 School District 15 • 20420 68th Ave. West • Lynnwood, WA 98036-7400 • 425-431-7020 • FAX 425-431-7034

It is the mission of the Edmonds School District to advocate for all students by providing a learning environment which empowers students, staff, and the community to maximize their personal, creative and academic potential in order to become lifelong learners and responsible world citizens.

QUALIFICATIONS (Continued)

4. Ability to provide academic or behavioral support to students, as directed by teachers or supervisors.
5. Ability to schedule, organize, and prioritize work assignments to assure timely and effective completion.
6. Ability to develop and maintain accurate records of assigned activities and programs.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to establish and maintain effective and appropriate working relationships with other employees, with deaf and hard of hearing students, and with hearing students.
9. Supportive of public school programs for deaf students, and the mainstreaming of deaf students into classes and activities with hearing peers.

APPLICATION STEPS

Please complete all steps in the application process so that we may fully consider you. We are seeking the best applicant for this position and will give time and care to review your materials.

- ✓ Submit a completed *District Application Form* (application forms can be downloaded from the District's website at www.edmonds.wednet.edu or are available from the Human Resources Division).
 - ✓ Submit a *Letter of Application* addressing the *Qualifications Required*.
 - The letter must individually address each of the qualifications listed.
 - For each qualification, provide specific examples of work experience, accomplishments, and achievements that demonstrate your ability to perform that aspect of the work.
 - Each example should include information concerning the setting where the experience was gained.
 - Examples should be descriptions of what **you have done**, **not** descriptions of how to do the work or statements that you have done the work.
 - You may wish to submit a resume with your letter, but it is **not** a substitute for the letter of application.
 - ✓ You may submit other information of your choosing, such as work samples or letters of reference.
 - ✓ Current district employees **must** complete a letter of application. In addition, we ask that you also submit either an official application form or a letter authorizing the hiring committee to review your personnel file.
- ✓ **Applications for Interpreter for the Deaf will be accepted on an on-going basis.**

Questions? Call: Liz Westermarck, (425) 431-7011.

UPON HIRE

If you are hired, you will need to complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check. All newly hired employees must complete a probationary period of 90 days following their hire date. Within 30 days of hire, employees must apply for union membership.

<p>The Edmonds School District prohibits discrimination based on race, color, religion, creed, national origin, gender, sexual orientation, marital status, age, or the presence of a disability, or any other basis prohibited by law or Edmonds School District policy. The Edmonds School District is an equal opportunity employer and has implemented programs to address the diversity of its workforce. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW officer, Debby Carter, Section 504 compliance coordinator, Katy Wysocki or ADA coordinator, Debby Carter, at 20420 68th Ave. W., Lynnwood, WA 98036-7400 – (425) 431-7000.</p>
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