

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Unrepresented – Classified
Posting Dates: April 13, 2017 – Open Until Filled

REVISED

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Personnel Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Sign Language Interpreter 3 Open Positions	6.5 hpd/180 Days	Knox
Salary Range 48 - \$19.25 – \$24.63 per hour		

JOB TITLE: Sign Language Interpreter/Classroom Assistant

Purpose Statement/s: The job of "Sign Language Interpreter/Classroom Assistant- is to provide support for students with hearing impairment.

Essential Job Functions:

- **Work as** integral part of the classroom team.
- **Support** student in acquiring sign language vocabulary, following oral/signed directions, and participating in all school related activities. Interpreting/communicating of the classroom instruction and materials for students, Helping students to understand lessons and communicate to staff and students..
- **Assists** teachers and parents for the purpose of implementing lesson plans and/or developing students’ daily living and behavioral skills.
- **Adapts** classroom work/homework under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives. Work closely with classroom and special education teacher.
- **Participates** in various meetings for the purpose of sharing information regarding students progress or needs and/or improving one’s skills/knowledge.

Other Job Functions:

- **Maintains** classroom equipment, students’ files/records as pertains to special education files/records for the purpose of ensuring a safe and appropriate learning environment.
- **Monitors** individual students, classroom, and school activities for the purpose of maintaining a safe and positive learning environment.
- **Assisting** other personnel as needed may be required for the purpose of supporting them in the completion of their work activities.
- **Confers** with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students’ progress and/or implementing students’ objectives.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience is helpful, paid or volunteer, with school age children.
- **Skills, Knowledge and/or Abilities Required:**

Abilities to understand and address students with special needs, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include lifting,

stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Knowledge of the principles of child development, instructional processes

Knowledge of or willingness to receive training on behavior intervention techniques, developmental delays, fetal alcohol syndrome, etc.

- **Education Required:** High School diploma or equivalent. **EIPA at level 3.5 or better or RID Certification and passing the EIPA written test in K-12 settings.**
- **Follow the** Language Interpreter and Translator Code of Professional Conduct (WAC 388-03-050)
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.
- **Other:** First Aid and Cardiopulmonary Resuscitation Certificates may be required.

Application Procedure for out of district candidates

Apply through Public Schools Personnel Cooperative @ www.teachinginwashington.com

*If you share our commitment to provide challenging opportunities
For all students to be successful, we'd like to hear from you!*

Olympia School District 1113 Legion Way SE Olympia, WA 98501
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: **(360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.**