

Responsibilities and Duties:

Without restricting the generality of the general description above, the Interpreter / Assistant shall perform such duties and responsibilities as may be assigned including, but not restrict to the following:

1. Be willing to engage in life long learning with respect to training, inservices and courses of study;
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children;
3. Deal tactfully with staff, students, parents and the public;
4. Be knowledgeable and supportive of applicable Board policies;
5. Organize and file a variety of classroom materials and educational aids;
6. Supervise students in the classroom, play, lunch or rest area and during recreational activities and outdoor trips on a one-to-one group basis;
7. Under the direct supervision of a teacher, supervise learning activities;
8. May assist in various life skills activities and assist in evaluating progress in those activities;
9. Under the direct supervision of a teacher or other support professional, assist designated disabled students in the development of gross and fine motor abilities and basic life skills by demonstration, physical assistance and manipulation;
10. Observe and discuss the progress of students with teacher, other supportive professional staff, and, if requested by the classroom teacher, with parents/guardians;
11. Exercise judgment in modifying student behavior by restraining, directing, disciplining and rewarding students within pre-established guidelines;
12. Based on the needs of individual students, provide designated disabled students with assistance in dressing, eating, toileting, and transportation. An Interpreter / Assistant may administer medication in accordance with Board of Education Policy;
13. Under the direct supervision of a teacher, assist students who are deaf by serving as a facilitator of communication between the student and others including teachers, other service providers and peers within the educational program;
14. Perform such other duties and tasks as may be required due to the specialized nature of a students' particular education program;

Supervision of Staff:

This position does not involve supervision of staff.

Judgment, Teamwork, Independence and Client Contact:

1. At no time should an Interpreter / Assistant discuss in public information pertaining to a student. An Interpreter / Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.
2. An Interpreter / Assistant is expected to work independently.
3. An Interpreter / Assistant is expected to work jointly with other staff, teachers and school-based administration on a daily basis.
4. Interactions with students, parents and the public in general are to be cordial and respectful at all times.