
CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678



NOTICE OF VACANCY
(date)

POSITION: SIGN LANGUAGE INTERPRETER

JOB SUMMARY:

Incumbent serves as a communication facilitator between students who are hearing impaired and teachers, administrators, staff, students, and others.

REPORTS TO: Supervisor or Director of Special Education

KNOWLEDGE, ABILITIES, AND SKILLS:

At the time of application, the candidate must have:

1. High School diploma or GED certificate or equivalency.
2. Completion of a recognized program to train as an interpreter for the deaf or the equivalent in experience as demonstrated by examination performed by the Calvert County Public Schools Deaf and Hard of Hearing.
3. Knowledge of American Sign Language and manually coded English as assigned.
4. Ability to understand and communicate with both verbal and written skills.
5. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
6. Demonstrates success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Interpret the content message of the teacher, as well as all questions, answers and remarks made by others.
2. Utilize the communication system appropriate to the student's needs: i.e. Signed English, Pidgin, ASL, etc.
3. Become familiar with vocabulary used in class to interpret information as accurately as possible.
4. Assess the physical setting of the classroom to establish the location most appropriate for serving the student.
5. Discourage inappropriate dependencies, such as: repetition of information for inattentive student, reminders of assignments, or teacher talking directly to interpreter, rather than student.
6. Reflect a positive professional attitude and appearance.
7. Maintain confidentiality of information.
8. Address concerns and questions to the teacher of the hearing impaired or other appropriate professional.
9. Utilize non-interpreting time between assigned student to:
 - a. Consult with teachers regarding technical/content-specific vocabulary.
 - b. Become familiar with signs for technical/content-specific vocabulary.
 - c. Expand sign language skills and vocabulary via various resources.
 - d. Other activities, as directed by the teacher of the hearing impaired.
10. Refrain from engaging in private conversations with the student during class time.
11. Promptly notify the Special Education Department regarding the need for a substitute interpreter.
12. Thinks, concentrates, and interacts positively with others.
13. Comes to work regularly and promptly.
14. Works under stress and meets all deadlines.

OTHER DUTIES:

Performs related work as required or assigned by the Supervisor or Director of Special Education or designee.

PHYSICAL DEMANDS:

None

UNUSUAL DEMANDS:

Position requires significant periods of standing and walking and is performed in a typical school environment.

TERMS OF EMPLOYMENT:

Ten (10) month position and salary commensurate with qualifications and experience applied to the currently salary schedule for support employees on Grade 25 of CAESS Salary Scale. If chosen for this position, applicant must enroll in direct deposit.

FLSA STATUS: Non-Exempt.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE:

Option 1: **Current Calvert County Public Schools employees** need to submit interest via AppliTrack.

Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists. State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678
410-535-1700

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Anti-Sexual, Anti-Racial and Anti-Disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents, and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.