

INSTRUCTIONAL ASSISTANT-TACTILE INTERPRETER

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Instructional Assistant - Tactile Interpreter	Full-Time 5 days/week (M-F) 7:45 a.m. to 3:15 p.m.	Until Filled	8/2/2022	Riverside Local Schools	Must hold, or have the ability to obtain, a valid ODE Educational Aide Permit and/or an Associate License-Interpreter for the Hearing Impaired.

If you have questions regarding the position and/or building assignment, please contact Meaghen Tidwell, Special Education Director at:

mtidwell@mresc.org

HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

MRESC Application

- **Step #2** – Submit your completed application to:
Midwest Regional ESC
Attn: Mareena Emrick
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:

memrick@mresc.org

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER
BELLEFONTAINE*OHIO

Title: SIGN LANGUAGE INTERPRETER

File 408

Reports to: Special Education Administrator

Job Objectives: Provides interpretive services for students with hearing and/or communication disabilities.
Promotes the inclusion of students with disabilities into regular classrooms and school activities.
Actively involves parents and colleagues as partners in learning. Promotes a positive impression of the school district.

Minimum Qualifications:

- Valid State of Ohio interpreter for the hearing impaired license
- Completion of an interpreter preparation program
- Two or more years experience interpreting in an educational setting desired
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation
- Demonstrated maturity and the ability to work with students and their families

Responsibilities and Essential Functions: The following skills and duties are representative of performance expectations.
A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides interpretive services for assigned students. Uses the communication method or combination of methods that best meet the needs of the individual (e.g., sign language, cued speech, finger spelling, writing, etc.).
- Complies with the state model policies and procedures for the education of children with disabilities. Collaborates with staff to ensure that services are provided in the least restrictive educational environment.
- Maintains accurate records, reports, and inventories. Submits all reports on time.
- Protects the confidentiality of privileged information.
- Complies with board policies and administrative procedures in the implementation and consistent use of physical and behavioral management techniques.
- Communicates high expectations and shows an active interest in student progress.
- Assumes responsibility for learning the proper operating procedures for personal assistive devices (e.g., hearing aides, voice amplification devices, communication boards, etc.). Follows procedural guidelines as prescribed by licensed health professionals. Inspects assistive devices to ensure that they are working properly.
- Learns to operate computers and other classroom equipment.
- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Helps position students to take full advantage of the learning environment (e.g., line-of-sight, proximity to equipment, height of working surfaces, etc.).
- Assists with student learning activities (e.g., homework assignments, special projects, and makeup work, etc.). Promotes sound learning and study habits.
- Modifies testing environments when necessary to promote student success by addressing specific learning disabilities (e.g., prepares study guides, reads test questions, transcribes student responses, provides additional time, etc.).
- Serves as a resource to teachers. Suggests modification that will support and/or enhance communications. Prepares in-service programs as directed.
- Helps staff resolve problems related to the participation of students with disabilities in peer group activities.
- Helps multi-disciplinary teams formulate and implement of Individualized Education Plans (IEP) for students with hearing and/or communication disabilities.

- Performs travel training and job coaching activities when assigned.
- Monitors ill students until a parent/guardian arrives.
- Provides close supervision and take reasonable precautions to ensure student safety. Does not leave students unsupervised.
- Maintains high standards for student conduct. Protects the due process rights of students.
- Promotes the proper use and care of school property.
- Strives to develop rapport with others.
- Reports evidence of suspected child abuse as required by law.
- Provides periodic student progress reports to parents. Consults with parents when requested (e.g., telephone calls, conferences, etc.).
- Pursues personal goals to improve future performance. Participates in a variety of activities to keep current with innovative communication strategies.
- Participates in staff meetings and in-service training as directed.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Maintains a professional demeanor and a positive work attitude.
- Displays enthusiasm and promotes a positive learning environment.
- Works cooperatively to support a successful team effort.
- Expresses ideas effectively using verbal, nonverbal, and writing skills.
- Carries out prescribed actions efficiently with limited supervision.
- Performs activities that may require stooping, kneeling, and/or crouching.
- Intervenes to avert problem situations and resolve conflicts.
- Lifts, carries, and/or moves classroom supplies and communication equipment.
- Travels to meetings and work assignments.
- Maintains an acceptable attendance record and is punctual.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties require extensive repetitive motions using arms, hands, and fingers.
- Potential for exposure to blood borne pathogens and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Exposure to student exuberance and commotion.
- Duties may require operating and/or riding in a vehicle.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require working under time constraints to meet deadlines.