

Dumas ISD
Special Services Interpreter/Secretary
Job Description

Job Title: Special Services Interpreter

Wage/Hour Status: Nonexempt

Reports to: Special Services Director

Pay Grade:

Dept./School: Central Office

Date Revised: 8/15/10

Primary Purpose:

Help special education teacher provide for physical and instructional needs of students with disabilities in special education setting. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work with children with disabilities
Ability to follow verbal and written instructions
Ability to communicate effectively
Knowledge of general office equipment

Experience:

Some experience working with children

Major Responsibilities and Duties:

1. Interpret documents, conversations, telephone calls, and expulsion hearings at Central Office.
2. Assisting with data input for diagnosticians.
3. Interpret, record, and duplicate recording of ARD meetings for non/limited English speaking parents.
4. Record keeping and data input for speech therapists/pathologists.
5. Compiling folders for new referrals, and keeping old folders current.
6. Assist diagnosticians in administering evaluations for non/limited English speaking students.
7. Assist speech therapists/pathologists in administering evaluations for non/limited English speaking students.
8. Assist speech therapists/pathologists during therapy sessions for non/limited English speaking students.
9. Mail copies of ARD's and ARD notices for the speech department.
10. Being a liaison between Special Services Department personnel and non/limited English speaking parents.
11. Shredding outdated confidential documents.
12. Answer the phone and direct calls to staff.
13. Greet parents and visitors to the Special Services department.



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Other

1. Maintain confidentiality.
2. Participate in staff development training programs, faculty meetings, and special events as assigned.
3. Set up day travel for special education staff and administrators, including making transportation requests, sending reminder emails to staff, and answering departure time questions.

Supervisory Responsibilities:

None.

Equipment Used:

Ancillary testing kits, personal computer, copier, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Must be able to carry testing kits to and from central office and campus. Must be able to drive to each campus. Biological exposure to bacteria and communicable diseases. Must be able to translate quickly and efficiently with few errors.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

