

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Sign Interpreter

**Terms of Employment:** 9 month contract; 179 days

**FLSA Status:** Exempt

**Reports to:** Director, Special Services

**Brief Description of Position:**

The Sign Interpreter assists students hard of hearing in the communication process, so that the student may have an enhanced, individual learning environment.

**Required Qualifications:**

- High school diploma or equivalent
- Valid Missouri License for Interpreters
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

**Desired Qualifications:**

- Experience or knowledge with the school based setting.
- High level of communication skills, both oral and written.
- Experience in organizational leadership, curriculum development, and research.

**Essential Duties and Responsibilities:**

- Supports the teacher by assisting in classroom work.
- Follows the instructions of the teacher in working with individual students or small groups of students.
- Exhibits cooperativeness, flexibility, and enthusiasm in working with the teacher.
- Shows interest in children.
- Makes materials designed by the teacher.
- Designs and makes appropriate materials.
- Keeps materials and room in order.
- Assists teacher with student supervision.
- Evaluates and keeps records of student progress.
- Performs and facilitates two-way communication as necessary.

- Complies with any reasonable oral or written directive of the teacher, building principal, or Assistant Superintendent of Special Services.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013