

Casual Registered Sign Language Interpreters

COMPETITION NO: S 21 ISS 122 CAS

The current casual salary rate is \$27.96 per hour with an additional 8% of straight time pay in lieu of statutory and non-statutory benefits.

POSITION SUMMARY

Under the direction of the school Principal, the Educational Interpreter provides assistance and support to students and acts as an interpreter between the deaf and hard of hearing students and staff in a professional and courteous manner.

The Registered Sign Language Interpreter works in conjunction with and under the supervision of the classroom teacher and the Hearing Resource teacher. The incumbent performs a variety of tasks in accordance with established policies and procedures. Judgment and independence are exercised in handling assignments and determining work methods. Work is reviewed periodically for quality of service and for adherence to established standards of performance.

The job involves maintaining confidentiality in all matters of the school district and current, proficient knowledge of the documentation practices, detailed procedures, School District Policies and Ministry of Education Legislation.

SPECIFIC ACCOUNTABILITIES

- Interprets and translates for deaf and hard of hearing students for a variety of school functions including classroom activities and assemblies
- Interprets and translates for deaf and hard of hearing parents, staff or others in the community at meetings and other functions as needed
- Advises deaf and hard of hearing students and staff regarding the use of an interpreter in the classroom
- Provides and seeks information on a student's expressive and receptive signing communication and/or preferred signing styles
- Operates equipment related to interpreting services
- Assists with the maintenance of records related to student progress
- Maintain confidentiality in all matters related to the school district
- Maintain working knowledge of the District Child Abuse protocols and reporting procedures;

- Maintains knowledge of new technology and/or processes which improve services

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

The successful applicant will have successfully completed Grade 12 or equivalent, and successful graduation from a British Columbia Interpreter Training Program, as well as:

- Have an active WAVLI Membership status
- Minimum 3 years' experience in interpreting;
- Must be able to work in a team setting with staff, school administration and district staff
- Experience and knowledge using MS Office, email, internet, etc.
- A valid BC driver's license
- Working knowledge of proper safety practices and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others
- Proven ability to express ideas effectively both orally and in writing with the ability to explain instructions or information clearly to others
- Proven ability to maintain positive interpersonal and communication skills with the demonstrated ability to contribute to an environment which promotes teamwork
- Proven ability to work in an efficient manner, organize personal workload, work under pressure and see assignments through to completion
- Proven ability to make sound decisions in accordance with established policies and procedures.
- Proven ability to learn and incorporate new technology relevant to the trade
- Understanding and awareness of cultural diversity
- Ability to use tact and discretion and maintain confidentiality

Interested applicants should submit a detailed resume outlining qualifications and experience no later than **4:30 pm, Sunday, January 31, 2021** at <https://bit.ly/3n3nV0V>.