State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. INTPRTCEA02R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** EDUCATION
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Education
4. Civil Service Position Code Description INTERPRETER C DEAF-E	**10. Division** Office of Special Education
5. Working Title (What the agency calls the position) School Interpreter	**11. Section** Michigan School for the Deaf (MSD)
6. Name and Position Code Description of Direct Supervisor Vernon, Rex; School Principal	**12. Unit** Central Office
7. Name and Position Code Description of Second Level Supervisor Contreras, Jessica; State Administrative Manager	**13. Work Location (City and Address)/Hours of Work** 1235 W. Court St., Flint, MI. 48503 / M-Th 10:30 am – 8:00 pm, F 9:00 am – 1pm (Seasonal, 24 pay periods)

14. General Summary of Function/Purpose of Position

The Michigan School for the Deaf provides educational and residential programs and services for students who are Deaf or Hard of Hearing. This position interprets/transliterates classes in school related settings including the Genesee Area Skill Center. This position may interpret between Deaf/Hard of Hearing and Hearing persons, on and off the Michigan School for the Deaf campus, in situations including but not limited to business, financial, medical, legal, social, theatrical, and educational for staff and students.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **90**

Independently perform a wide range of tasks involved with interpreting/transliterating spoken English into Sign Language or the reverse in a variety of school related settings.

Individual tasks related to the duty:

- Interpret for a variety of vocational classes, which may be conducted at the MSD, the Genesee Area Skill Center or other educational settings.
- Interpret meetings with staff and/or students.
- Interpret for individualized education program (IEP) meetings, police, Child Protective Services case workers, staff/team meetings, conference calls, parent/teacher conferences, sporting events, student clubs, programs and activities, academic/sports banquets, graduation, special assemblies, voice interpret for drama productions, referees, student's driver education tests, student assessments, counseling /therapy sessions, staff union meetings, awards ceremonies, school registration, when medical doctor is on campus, regional coaches meetings held off-campus, student disciplinary meetings in dorm and school, and various school-related meetings and off-campus student classes/activities.
- Interpret in other school related events in assigned locations as needed.
- Weekly scheduled "Story Hours" for individual classrooms while teacher reads aloud short stories, novels, etc.

Duty 2

General Summary: **Percentage:** **10**

Miscellaneous duties

Individual tasks related to the duty:

- Professional development
- Other duties as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Determining the level of register while interpreting, based on the needs of the individual. Using discretion when accepting interpreting assignments based on the interpreter's ability and code of ethics.

School staff, students, and parents are affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

If past experience and education do not meet the needs of the situation, supervisor's assistance will be sought.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort typical of a school environment. Some travel involved, including overnight travel.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.

N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The Michigan School for the Deaf provides educational and residential programs and services for students who are Deaf or Hard of Hearing. This position interprets/transliterates classes in school related settings including the Genesee Area Skill Center. This position may interpret between Deaf/Hard of Hearing and Hearing persons, on and off the Michigan School for the Deaf campus, in situations including but not limited to business, financial, medical, legal, social, theatrical, and educational for staff and students.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The certification requirements have changed and job specification has been updated to indicate this change. The interpreter will continue to provide services in a wide range of school related settings as determined by needs of school, staff, and students.

25. What is the function of the work area and how does this position fit into that function?

The Michigan School for the Deaf provides residential and educational programs and services for students who are Deaf and Hard of Hearing. This position provides interpreter services necessary to ensure students receive a free appropriate public education as prescribed by their federally mandated educational program.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Interpreter, Deaf And Hard Of Hearing 7

One year of experience facilitating communication between deaf, deafblind, hard of hearing persons, and hearing persons.

Interpreter, Deaf And Hard Of Hearing E8

Two years of experience equivalent to an Interpreter, Deaf, including one year equivalent to an Interpreter, Deaf 7 facilitating communication between deaf, deafblind, hard of hearing persons, and hearing persons.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Deaf culture and Deaf community.
- Knowledge of ASL and the ability to fluently interpret communications between Deaf/hard of Hearing and hearing people at varied vocabulary, language and educational levels. Knowledge of methods of working with children and adults who are deaf.
- Ability to understand and get along well with persons who are deaf/hard of hearing and hearing.
- Ability to maintain confidentiality of information.
- Ability to maintain records and prepare reports.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Interpreter, Deaf and Hard of Hearing 7:

Possession of a valid Michigan certification with at least a Michigan Board for Evaluation of Interpreters Test (BEI) II or higher and an Educational Interpreter Performance Assessment (EIPA) 3.5, and 4.0 when implemented, as identified by the State of Michigan Interpreters Minimum Standard Level credentials.

Interpreter, Deaf and Hard of Hearing E8:

Possession of a valid Michigan certification with an acceptable Standard Level 2 national certificate recognized by the Registry of Interpreters for the Deaf (RID) and/or at least a Michigan Board for Evaluation of Interpreters Test (BEI) II or higher and an Educational Interpreter Performance Assessment (EIPA) 4.0 as identified by the State of Michigan Interpreters Minimum Standard Level credentials.

Medical/mental health endorsement is required when working in situations that require it.

Valid Drivers License is required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor _____ **Date** _____

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority _____ **Date** _____

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee _____ **Date** _____