



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Sign Language Specialist

Supervisor:
Principal

Qualifications:

- High School Diploma or GED
- Hold or qualify for Aide Classification according to WV Code
- Certificate as a Sign Language Interpreter or willing to obtain
- Sign Language interpreting experience preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

WV Code 18A-4-8:

Sign Language Specialist: a service person employed to provide braille and/or sign language assistance to students. A service person who has held or holds an aide title and becomes employed as a sign language specialist shall hold a multiclassification status that includes both aide and sign language specialist title, in accordance with section eight-b of this article.

PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.

4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

Duties/Responsibilities:

1. Assist in the instructional process as designated by the teacher.
2. Performs English to sign and sign to voice translation using ASL and English format.
3. Provides one on one tutorial assistance for hearing impaired/deaf students.
4. Maintains positive work habits within the school environment.
5. Upgrades knowledge of current instructional practices under supervision of the teacher.
6. Performs duties efficiently and productively.
7. Assists in meeting the physical needs of students such as lifting and positioning.
8. Supervises students when assigned to ride a special education bus.
9. Assists teachers in monitoring student activities.
10. Establishes and maintains cooperative relationships with teachers, other school staffs and parents.
11. Attends additional in-service training specific to area or programmatic assignment.
12. Demonstrates courtesy and cooperation in dealing with persons both internal and external to the school site.
13. Provides basic clerical and record keeping assistance to the teacher.
14. Assists in lunchroom monitoring and other types of student related activities.
15. Performs other job related tasks as assigned by the teacher or principal.