

**LANGUAGE ASSISTANT (SIGN LANGUAGE INTERPRETER/INSTRUCTOR)**

**PURPOSE:**

This position assists the classroom teacher by supporting children who are deaf/hard of hearing accessing the curriculum. They assist the students who are deaf/hard of hearing to learn sign language, and interpret curriculum content presented by the classroom teacher. They work directly with the classroom teacher on a daily basis, as well as collaboratively with the Speech-Language Pathologist.

This position reports directly to the teacher and indirectly to the Principal.

**DUTIES AND RESPONSIBILITIES:**

- ⇒ Assist in the preparation of materials for students who are deaf/hard of hearing under the direction of the classroom teacher and/or Speech-Language Pathologist
- ⇒ Provide daily programming under the instruction of the classroom teachers and Speech-Language Pathologist
- ⇒ Maintain records and document student progress through recording and management of student data
- ⇒ Provide updates and recommendations to the supervising teacher and/or Speech-Language Pathologist
- ⇒ Provide sign language instruction to other staff and students in the school division as required
- ⇒ Assist the teacher, as needed, with tasks such as assessing students, the registration orientation process, general organization, etc.
- ⇒ Establish and maintain a good working relationship with students, staff and/or off-site agencies as required
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines and legislation and regulatory requirements
- ⇒ Perform other related duties as assigned

**QUALIFICATIONS:**

**EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 and at least one year of related experience providing service to children who use sign language as a primary mode of communication
- ⇒ Completion of a Sign Language Interpretation Diploma from a recognized Educational Program that incorporates Sign Language Interpretation and Communication
- ⇒ Successful completion and/or certification in American Sign Language (ASL) and/or Signed Exact English (SEE) would be an asset
- ⇒ Post-secondary training related to child development

**REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ Must possess and maintain a valid driver's licence.

**KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Proficient in American Sign Language (ASL) and/or Signed Exact English (SEE)
- ⇒ Ability to understand and accurately represent oral and written directions given by the classroom teacher and/or Speech Language Pathologist
- ⇒ Ability to supervise learning and school-related activities in a variety of settings and locations.
- ⇒ Possess strong organizational skills and be able to prioritize multiple demands.
- ⇒ Demonstrate a high regard for all children and youth that honours diversity.
- ⇒ Ability to collect appropriate resources and to implement, program, and assess student progress within prescribed programs.
- ⇒ Ability to maintain a positive, encouraging, supportive approach when interacting with all students, consistent with the belief that we can help all children learn and become independent.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Knowledge of student behaviour management techniques and strategies
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Meets the physical demands of the position, such as lifting and carrying materials to/from locations
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the supervisor.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Knowledge of and ability to operate within Board policies and procedures

**ADDITIONAL INFORMATION:**

- ⇒ This position involves travel to various schools and therefore a reliable vehicle and driver's licence is required.
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE  
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.**