

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: Visual Language Interpreter
Job No: VLI - 119

POSITION SUMMARY: Under the direction of the teacher/administrator, the incumbent works as part of a collaborative team to support deaf or hard of hearing students by facilitating language expression and comprehension through American Sign Language. The position provides tutoring support, assists with the adaptation of instructional materials, maintains and updates student records, and monitors student behaviour as required.

POSITION DUTIES AND RESPONSIBILITIES:

- Work under the direction of the Individual Education Plan (IEP) team, including parents, classroom teachers, the Hearing Resource Teacher, and other allied professionals.
- Provide interpreting services in classroom and non-classroom settings; adapt communication to meet the signing, educational and communication levels consistent with the grade level of the student as required.
- Do one-on-one tutoring to facilitate communication amongst peers, teachers, and staff using American Sign Language, visual aids and other appropriate communication support as required.
- Adapt or modify teaching materials to meet the individual learning needs of students.
- Assist teachers and students in the implementation of IEPs and support goals identified.
- Participate in educational team meetings and provide input into IEPs and student progress reports, as required.
- Prepare classroom materials, including booklets, flip charts, flashcards and other instructional resources.
- Use specialized equipment and technology, such as TTY devices, closed captioning software and closed caption converters.
- Assist in planning and supporting the development of life and social skills, including work experience and recreational activities.
- Maintain records related to student learning and progress.
- Assist with supervision of the general student population and supervise assigned students with special needs in the classroom, school environment and community settings.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Grade 12 plus completion of a recognized Interpreter Training Program (2-3 years).
- Registered with an accredited National or Provincial ASL Interpreter body.
- A minimum of one (1) year of sign language interpreting experience.
- Education Assistant qualifications are an asset.

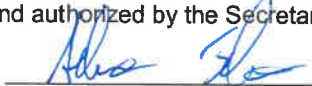
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Fluency in American Sign Language (ASL).
- Demonstrated ability to work collaboratively as part of a team.
- Knowledge of, and sensitivity to, Deaf culture and the specific learning needs of students with hearing loss.
- Demonstrated ability to learn and effectively use new technology, with strong literacy, numeracy, and English language skills.
- Demonstrated initiative and the ability to work independently as appropriate.
- Demonstrated ability to follow established procedures and policies while exercising sound judgment within the scope of the position.

- Demonstrated ability to communicate effectively, both orally and in writing, with students, staff, parents, and the public, using tact, discretion, and strong interpersonal skills.
- Strong organizational skills and the ability to manage priorities effectively.
- Physical ability to perform the duties and responsibilities of the position.
- Ability to maintain confidentiality of sensitive information seen or heard in the course of duties.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: September 21, 2026

Created: July 10, 2026