



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1015

SIGN LANGUAGE COMMUNICATION FACILITATOR

GRADE G

SCOPE OF WORK:

Work involves assisting with sign language communication between deaf and hearing consumers in an educational environment that includes academic and after-school activities such as classrooms, field trips, assemblies, counseling sessions, meetings, and extracurricular activities. Work is performed under the guidance of a certified interpreter.

DUTIES PERFORMED:

- Facilitate communication, direct and overheard, through the use of sign language and spoken English and knowledge about accessibility; convey the content and spirit of the speaker.
- Educate consumers regarding the use of interpreter services, note-takers, and closed-captioned services.
- Tutor students and assist with homework assignments.
- Transcribe audio information to text format for the purpose of encoding captions onto uncaptioned videotapes and DVDs.
- Assist teachers requesting and/or requiring aide services in their classrooms.
- Transport students and assist with supervision of students.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires graduation from high school or General Equivalency Diploma (GED) and proficiency in American Sign Language as demonstrated with a Certificate of Completion or through completion of an accredited interpreter training program.

Eff Date: 12/05

Rev: 7/12 – Conversion to Hay System; Removed Pay Grade Exception