

## Parmer County SSA

**Job Title:** Transcription Services Paraprofessional

**Exemption Status/Test:** Nonexempt

**Reports to:** Director of Special Education

**Date Revised:** DRAFT January 24, 2018

**Dept./School:** Special Education

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### Primary Purpose:

Provide interpreting and transcribing services for Special Education Co-Op.

### Qualifications:

#### Education/Certification:

High school diploma or GED

Bilingual in English/Spanish (Must be able to speak, read and write in both languages)

Considered Highly Qualified at time of hire per Local, State and Federal Guidelines\*

(\*Must pass local written and oral interpretation exam; meet other certification requirements)

#### Special Knowledge/Skills:

Must be 18 years of age

Ability to interpret in an educational setting

Ability to read and interpret documents

Ability to write routine reports and correspondence

Ability to speak effectively to groups

Proficient skills in keyboarding, data entry, word processing, and file maintenance

Ability to use software

Ability to prioritize workflow to address the multiple needs of the supervisor or the department

Ability to multi-task numerous complex administrative activities

Effective communication and interpersonal skills

### Major Responsibilities and Duties:

1. Interpret in educational settings including classrooms, co-curricular activities, school-related programs and meetings, conferences, staff development, and other situations.
2. Attend, interpret and transcribe Admission, Review, and Dismissal (ARD) Committee meetings.
3. Compile, maintain, and file all reports, records, and other documents as required.

### Other

4. Help maintain administrative records and prepare required reports.
5. Maintain confidentiality.
6. Participate in staff development training programs to improve job performance.



7. Participate in faculty meeting and special events as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Repetitive hand motions; moderate walking

**Lifting:** Regular light lifting and carrying (15 pounds or less)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_