Sign Language Proficiency Interview Policy

Revised and Modified April, 2014
(Last Revised and Modified March, 1999)
SLPI

- Adapted from the Language/Oral Proficiency Interview
- One to one conversation in sign language between and interviewer and the candidate
- Interviews are rated by a team on a standard scale
- Purpose is to provide the candidate and the supervisor feedback on the candidates manual communication skills and to assist in developing a plan to improve upon those skills
Language is caught, not taught.
You can’t catch what isn’t there.
SLPI

Why revise the policy:

- Policies need to be continually reviewed.
- Changes within the organizational structure need to be included in the policy.
- We want to be sure that our current procedures meet the communication needs of our campus.
Minor Changes

- We have reworded many parts of the policy but the rewording does not change the requirements.
- We have added clarifying words/statements
Notable Changes

Clarification:

- The employee’s supervisor is responsible for working with the SLCP Coordinator to arrange times and dates for the employee to attend sign language classes during work hours.
- The employee’s supervisor ensures that the employee attends the classes.
- If an employee wishes to request an extension, the employee needs to send a letter to the school’s Superintendent, the employee’s supervisor and the SLCP Coordinator.
- The Superintendent will respond to the employee in writing and include the same people as well as the Director of Human Resources.
- If granted an extension, employee has one additional year to obtain their required level. Extension is good for one year.
SLPI Time Frames

- If employee changes positions, and the new position’s required level is higher or they move to a position that has a financial incentive; the employee will be retested.
SIGN PROFICIENCY LEVEL CHANGES

- The column “AT HIRE PREFERRED” was taken out.
- The column “EXPECTED LEVEL” was added.
- Sign levels were reviewed and many levels were changed to a higher proficiency level. No levels are lower than survival.
<table>
<thead>
<tr>
<th>POSITION</th>
<th>REQUIRED LEVELS</th>
<th>EXPECTED LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Intermediate</td>
<td>Advanced</td>
</tr>
<tr>
<td><strong>PROFESSIONAL &amp; SCIENTIFIC</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountant</td>
<td>Survival</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Advanced</td>
<td>Advanced</td>
</tr>
<tr>
<td>Registered Nurse</td>
<td>Intermediate</td>
<td>Advanced</td>
</tr>
<tr>
<td>Registered Nurse, Head</td>
<td>Intermediate Plus</td>
<td>Advanced</td>
</tr>
<tr>
<td>Residential Counselor</td>
<td>Intermediate</td>
<td>Advanced</td>
</tr>
<tr>
<td><strong>ISD MERIT EMPLOYEES (AFSCME)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus driver</td>
<td>Survival Plus</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Custodian I, II</td>
<td>Survival</td>
<td>Intermediate</td>
</tr>
<tr>
<td>School Assistant</td>
<td>Intermediate</td>
<td>Intermediate Plus</td>
</tr>
</tbody>
</table>
Other highlights of our Program

- A full range of sign language classes are being offered on campus for staff members throughout the school year and in the summer.
- SLPI evaluations and sign language classes have been offered and accepted by local education agencies and Area Education Agencies throughout the state of Iowa.
- Sign language classes for parents via long distance learning
- ISD has a certified American Sign Language Instructor who is offering classes for ISD students and hearing students at the local High School.