

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.

POSITION**REQUIRED LEVELS****EXPECTED LEVEL**

Teacher

Intermediate

Advanced

PROFESSIONAL & SCIENTIFIC

Accountant

Survival

Intermediate

Dean of Students

Advanced

Advanced

Registered Nurse

Intermediate

Advanced

Registered Nurse, Head

Intermediate Plus

Advanced

Residential Counselor

Intermediate

Advanced

ISD MERIT EMPLOYEES (AFSCME)

Bus driver

Survival Plus

Intermediate

Custodian I, II

Survival

Intermediate

School Assistant

Intermediate

Intermediate Plus

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.