

MARION COUNTY JOB DESCRIPTION

Position:	Educational Interpreter I	Class Code: 7338
Department:	Instruction	
Reports To:	Principal/Director of Special Education	
Approved By:	Marion County Board of Education	Date: December 2010

SUMMARY: Apply ASL interpreting, English transliterating and/or other communication modalities in the educational environment to ensure access to information and maximum learning between students who are deaf or hard of hearing and faculty, staff, and other students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Attend and interpret the educational environment including but not limited to:
 - Classrooms
 - Laboratories
 - Field trips
 - Assemblies
 - Sports practices / competitions
 - School-sponsored extra-curricular activities
 - Meetings / conferences
 - Graduation ceremonies
 - All other educational opportunities provided to students.
- Encourage communication and interactions between deaf/ hard of hearing students and faculty, staff, administrators, students, and others.
- Meet with teachers and staff to coordinate efforts in achieving instructional goals of the educational team.
- Make recommendations to instructional staff based on the learning styles of students being served.
- Work closely with director of special education or appropriate staff to coordinate interpreting services based on the needs of students in the district.
- Prepare for demanding course material as necessary for successful interpreting and/or transliterating.
- Participates and makes recommendations as a professional member of the educational team in the Admission and Release Committee (ARC) process; *and*
- Perform other duties as assigned that do not interfere with the communication accessibility of assigned student(s).

DISTINGUISHING CHARACTERISTICS:

The levels of Interpreter are distinguished by both the level of comfort, skill, and knowledge in service delivery and encouraging effective communication and interaction in the educational setting.

The Interpreter III serves in a supportive capacity in the classroom. The Interpreter II clearly interprets all communication. The Interpreter I functions in strong coordination and leadership with teachers and school staff to ensure achieved intent of instruction.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Associate's degree preferably from an Interpreter Training Program; *and*
- Minimum of 2 years experience interpreting.

OR

- 5 years interpreting experience may be accepted.

OR

- Full license from the Kentucky Board of Interpreters (KBI).

CERTIFICATES, LICENSES, REGISTRATIONS: Full license from the Kentucky Board of Interpreters (KBI).

OTHER SKILLS and ABILITIES:

- American Sign Language, Signed English, Signed Exact English and other recognized modes of communication within the deaf and hard of hearing community.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Kentucky Core Content and Program of Studies.
- Applicable sections of the law, including Kentucky Administrative Regulations.
- Special education, language development of, and effective strategies for educating students with hearing loss.
- Values, behavior, and language of the American deaf culture.
- NAD-RID Code of Professional Conduct; *and*
- Effective mentoring strategies based on best practices for interpreters.
- Interpret from spoken English to the IEP specified modality (ASL, Signed English, etc.) and from the IEP specified modality to spoken English.
- Fully and effectively implement knowledge of the field of interpreting.
- Mentor other educational interpreters.
- Relate well to deaf and hard of hearing individuals.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative working relationships with administrators, teachers and directors of special education.
- Provide instructional staff with relevant information regarding student's functional abilities in the classroom.
- Provide PD on deafness and interpreting related topics.
- Communicate effectively orally, in writing and across the signing continuum.

- Work independently with little direction; *and*
- Maintain current knowledge of school rules, regulations, requirements and restrictions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.