EDUCATIONAL INTERPRETER
Job Description

JOB INFORMATION
Department: NEGA RESA Shared Services
Job Title: Educational Interpreter
Original Adoption Date: July 2019
Latest Revision Date: December 2020

ORGANIZATIONAL STRUCTURE
Reports to:
Coordinator of Deaf/Hard of Hearing Services
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   Educational Interpreter

EMPLOYMENT TERMS
Contracted, FLSA exempt, 187-day work year (or as assigned)

JOB QUALIFICATIONS

Education
Bachelor’s degree from an accredited institution in Interpreting or related field.

License/Certification
Valid GA certification in Educational Interpreting required.

Skills
• Proficiency in Signed English, (American Sign Language) simultaneously.
• Ability to perform routine duties and tasks with little or no direct supervision.
• Demonstrated knowledge and proficiency in the use of technology as applicable to job responsibilities.

Work Experience
• Experience in interpreting for Deaf/Hard of Hearing students strongly preferred.

PRIMARY RESPONSIBILITY
The educational interpreter is a related service provider who works under the direction of the teacher, administrator and/or program manager to provide interpreting/transliteration services (both receptive and expressive) that effectively, accurately, and impartially facilitates communication between deaf and/or hard of hearing (DHH) students and other students, teachers, administrators, counselors and parents as needed.
ESSENTIAL JOB DUTIES

- Recognize and adjust interpretive language to match the client’s preferred language and language mode to ensure comprehension of the message.
- Interpret for D/HH students being educated in a variety of educational environments, general education, and special education continuum including early childhood natural environments, community based and vocational instruction.
- Interpret for parent conferences, IEP meetings, field trips, assemblies, presentations and other school-sponsored activities as needed.
- Arrange the best possible interpreting location for every activity including discussions, films, lectures, excursions, questions and answers.
- Prepare for class by obtaining and reviewing materials, videos, etc. in advance.
- Provide tutoring and instructional support to D/HH students to assist them in their classes to support the goals and objectives of the educational program under the direction of a teacher.
- Participate in educational team meetings and provide information on students’ use of interpreting services and proficiency in communication.
- Provide staff orientations on the appropriate use of an interpreter using his/her own knowledge and skill in interpreting.
- Maintain confidentiality in regards to student information and communication content, as appropriate to the educational system.
- Participate in meetings, conferences, and in-service training programs as assigned.
- Facilitate the ongoing acquisition of sign language skills for students and staff.
- Support the use of assistive technology, captioning, hearing aids, assistive listening devices, etc.
- Participate in professional organizations, workshops, and staff development activities and applies what is learned to the job.
- Travel to meet job requirements.
- Other duties as assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to talk, hear, stand, walk, and use hands to finger, feel, and/or reach. The ability to express or exchange ideas by means of the spoken word in person as well as conversing by telephone is required. Sitting and working on a personal computer for long periods of time are occasionally required. The employee is also occasionally required to stoop, kneel, or crouch, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.