

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: INTERPRETER

REPORTS TO: Coordinator of ESL & Migrant Services

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

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.

REPRESENTATIVE DUTIES:

- 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).
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- 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.

ABILITY TO:

- 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

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree preferably from an Interpreter Training Program (ITP); *and*
- Minimum of 3 years experience interpreting.
OR
- 7 years interpreting experience may be accepted.

LICENSES AND OTHER REQUIREMENTS:

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