

Class Code: 7336 (Bachelors)/7338 (No degree)

CLASS TITLE: EDUCATIONAL INTERPRETER

JOB FUNCTIONS:

To facilitate communication among students who are deaf and their hearing peers, the classroom teacher, and other personnel in the school system during instructional related services.

JOB DUTIES AND RESPONSIBILITIES:

1. Provides interpreting and other instructional related services to students who are deaf. The education interpreter's primary function is to facilitate communication among students who are deaf and their hearing peers in the classroom setting, the classroom teacher and other personnel in the system. Specifically, the interpreter:
2. Conveys the statements of the speaker at a comparable mode of communication determined appropriate by the ARC. The interpreter must interpret all communication comments, public address announcements, visitor's remarks, etc.
3. Provides voice interpretation for students unable to make themselves adequately understood.
4. Serves as a professional member of the educational team in the admissions and release committee (ARC) process, providing insight on the success of communication strategies. Attend in-service programs and faculty meetings as directed by the school principal or teacher of the deaf/hard of hearing student(s) to whom assigned.
5. Establishes and maintains cooperative relationships with teachers (Both regular and special education). Responsible for the child's educational program by reporting strengths and weaknesses of the student's functioning in the interpreting situation and any academic areas needing remediation (e.g. course content, vocabulary, etc.).
6. Adheres to educational confidentiality procedures as specified by federal, state and local education agency requirements (see Kentucky Code of Ethics as revised by the Kentucky Department of Education for further clarification).
7. When interpreting is not required, provides other instructional related services. These may include but are not limited to: class preparation time, such as the review of written material, specialized development, the preview of audio/video material, etc.; participation in the IEP process; parent/teachers conferences; and assuring the provision of note-taking services.
8. Is available on an as-needed basis and as scheduling permits as an interpreter for tutoring done by regular classroom teachers or any after-school tutoring program.
9. Is available on an as-needed basis for school functions outside the classroom including class field trips, parent-teacher conferences, special programs, etc.
10. Is not responsible for regular classrooms during the absence of the regular classroom teacher.

EDUCATION AND EXPERIENCE/LICENSES AND OTHER REQUIREMENTS:

Must have ASL Certification.

Must possess a temporary or full license issued by the Kentucky Board of Interpreters.

Bachelor's degree preferred.

REPORTS TO-

Director of Special Education and Building Administrator