



**1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122
Job Description**

EDUCATIONAL INTERPRETER

Purpose: The Educational Interpreter transmits messages and environmental cues via a language or code that best meets the needs of the receiver in both academic and non-academic settings. The interpreter is expected to establish and maintain effective, appropriate working relationships with students, parents, and staff. The position calls upon the interpreter to exercise initiative, independent judgement, and discretion in performance of duties. The Educational Interpreter is guided by best practice and by codes of ethics that are outlined by his or her professional organizations.

Reports to: Assistant Superintendent for Student Services

ESSENTIAL JOB FUNCTIONS:

1. Interprets teachers' and other students' comments to program students during classroom activities.
2. Interprets program students' comments to teachers during classroom activities.
3. Reviews coursework materials in advance so that classroom activities can be conveyed clearly and accurately.
4. Researches and chooses signs to convey clear meanings in all settings.
5. Provides note taking or arranges note taking services.
6. Facilitates academic and personal communication for program students by providing interpreting services during tutoring sessions, counseling sessions, annual reviews, school assemblies, and after school activities.
7. Provides information about students' communication and language needs consistent with the team's direction to teachers in mainstream classes.
8. Exhibits knowledge of the language and communication needs of students who are deaf/hard of hearing and the ability to communicate with students who are deaf/hard of hearing.
9. Exhibits knowledge of the unique nature of educational interpreting/transliterating.
10. Exhibits exemplary interpersonal skills in dealing with students, staff, and parents.

11. Projects a positive image of the district to students, staff, and parents as well as exhibiting a positive and collaborative attitude on the job.
12. Educates students and staff in the strategies, processes, and protocol for using an Interpreter.
13. Advocates for communication access and models self-advocacy skills.
14. Participates in professional growth activities.
15. Participates in staff and building meetings as appropriate and as requested by teachers or by Program Supervisor.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS :

1. Have or obtain the Illinois State Board of Education Educational Interpreter Approval.
2. Ability to understand directions and communicate with students and staff in English, verbally and in writing.
3. Ability to physically move about the building.
4. Ability to make minor decisions in accordance with established procedures.

GENERAL RESPONSIBILITIES:

1. Act as a positive role model for students.
2. Maintain confidentiality regarding work with special needs students.
3. Support AHSD25 policy, governing board goals and objectives, and The School Code of Illinois.

Certifications:

1. Valid CPR Certification

FLSA Status:

1. Exempt