

**TITLE: Educational Interpreter (DHH)****Page 1**

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**Reports to:** Program Director-Deaf and Hard of Hearing/Visually Impaired**Supervises:** None**FLSA Status:** Non-exempt**Compensation Level:** Level D (Base Rate)

**JOB SUMMARY:** Educational interpreters use sign language and voice interpretation to facilitate communication between Deaf and hard of hearing students and others, including peers, teachers and other staff within the educational environment.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Interprets communication and dynamics between deaf or hard of hearing (DHH) persons and hearing persons, including what staff, students, or the DHH person may say and other sounds that may occur, to facilitate accurate communication.
2. Provides interpretation in classrooms and for various other situations, such as assemblies, field trips, meetings, test administration, phone calls, music, extra-curricular activities, and sports events.
3. Uses American Sign Language or the manual sign language system appropriate for communication with a specific DHH person or group; monitors DHH person for indications of understanding, questions or comments; refers questions from DHH students to the teacher.
4. Familiarizes self with subject matter being taught, previewing instructional materials as necessary to ensure ability to utilize appropriate signing of vocabulary and expressions applicable to the subject.
5. Adapts signing to varying student needs and abilities and to the affect of the speaker to objectively express the tone and mood of the speaker as well as the content of the material; re-signs communications using different signs as necessary to facilitate understanding or communication.
6. Facilitates DHH person's reading of signs by maintaining a dress code of solid-colored clothes that contrast with skin tone and limited jewelry that may interfere or reduce visual reception by causing glare or distraction; selects a standing or sitting position that allows the DHH person to see the interpreter and the teacher/speaker, as well as any visual aids.
7. Provides feedback to teachers and educational team, regarding the DHH student's understanding of subject matter.
8. May tutor specific DHH students, as determined appropriate by DHH certificated staff, to support their educational process.
9. Serves as a resource person for District staff providing information regarding the interpretation process and needs and concerns of DHH people; may provide informal instruction in basic sign language skills.
10. Provides professional support and assistance to other interpreters in the program, monitoring classes periodically, demonstrating signing vocabulary, and providing back-up interpretation for classes as available.
11. Follows the code of ethics for interpreters as established by the National Registry of Interpreters for the Deaf, consistent with the responsibility of an educational interpreter to support the educational needs of DHH students.
12. Complies with school building policies and practices regarding staff management of student behavior; takes appropriate action when necessary to manage student behavior.

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13. Participates in workshops, conferences, and other professional development.
  14. Performs other related duties as assigned.

**REQUIRED QUALIFICATIONS****Education and Experience: -****Licenses/Special Requirements:**

Must meet certification requirements and continuing education renewal requirements:

- Completion of a recognized interpreter training program and minimum 4.0 score on the Educational Interpreter Performance Assessment (EIPA) and passing score on the written test  
Or
- Interpreting Certificate (NIC) with RID certification and Educational Interpreter Performance Assessment (EIPA) passing score on the written test.

**Knowledge, Skills, and Abilities:**

Knowledge of:

- Thorough knowledge of principles, practices, and techniques of signing and interpreting for the deaf or hard of hearing in an educational setting.
- Knowledge of legal requirements for public school employees, including IDEA and IEP laws.
- Knowledge of linguistics of both English and American Sign Language.
- Knowledge of ethical and professional conduct.
- Knowledge of the role of culture in classroom interactions and in communication.

Skill in:

- Skilled in signed language production, including clarity of interpretation and message equivalency.

Ability to:

- Ability to perform accurate, timely, and effective signing for deaf or hard of hearing persons.
- Ability to schedule, organize, and prioritize work assignments to assure timely and effective completion.
- Ability to develop and maintain accurate records of assigned activities and programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other staff members and with deaf or hard of hearing and hearing students.

**PREFERRED QUALIFICATIONS**

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**WORKING CONDITIONS**

Classroom or other indoor setting. May work outdoors in inclement weather. Noise level in work environment can vary depending on daily activity and may occasionally be moderate to high.

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Physical hazard exists because employee may have interactions with students, family members, staff, and/or the public.

**PHYSICAL DEMANDS**

Amount of standing, sitting, and walking will vary depending on the assignment or task. Some assignments/tasks may require the employee to stand or sit for considerable periods of time.

**DISCLAIMER**

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

**CLASSIFICATION HISTORY**

New: 04/1988 (Developed by HR)

Revised: 02/2000

Revised: 09/2014

Revised: 10/2022

Revised: 07/2023

Revised: 02/2024