

Salary: Based upon degree and years' experience

Employment Term: 2025-26 School Year

Responsible for American Sign Language (ASL) interpreting and/or reverse interpreting services for Deaf and hearing consumers within the Preston County Schools environment. The interpreter will facilitate communication through use of sign language, spoken English, cultural mediation, and knowledge about visual accessibility. Knows and actively practices the Interpreter Code of Ethics. This position provides interpreter services in a variety of settings, including but not limited to, classrooms, parent meetings, staff meetings, administrative meetings, or other events as scheduled by the supervisor.

DUTIES AND RESPONSIBILITIES:

- Performs advanced levels of interpreting.
- Maintains interpreter certification and stays well-informed of current standards of practice related to sign language interpreters.
- Maintains positive and professional relationships and communicates in a pleasant, professional, and courteous manner with all students, staff or visitors.

Interpreting responsibilities may include but are not limited to:

- Make available sign to voice and voice to sign interpreting for administrators, as necessary.
- Provides interpreter services (or arranges for video ASL support through contracted services) for newly hired teachers hired without ASL skill in the classroom setting on a short-term basis which includes developing a plan for ASL acquisition based on specific employee level/needs in collaboration with the principal.
- Interprets for teachers, staff, and families at IEP meetings, if services are requested.
- Interprets for teachers and students needing ASL support while administering statewide assessments (Academic and CTE)
- Interprets for off-campus educational opportunities if teacher skill level necessitates
- Responsible for interpreting during various Human Resource Office functions, including but not limited to:
 - interviews for job applicants
 - service personnel classification tests
 - new employee trainings
 - employee disciplinary matters
 - professional development training and workshops (i.e., CPI, CPR, etc.)
- Reverse (sign to voice) interpreting may be needed for any of the above listed items for new and existing staff and administrators with limited signing skills.
- Responsible for other duties as assigned.

GENERAL QUALIFICATIONS:

- Associate's degree required; BA/BS degree in Interpreting preferred
- Must have a minimum of a 3.0-3.4 EIPA score, ASLPI 2+, VQAS Level II, NAD III* or Intermediate SLPI to be considered for hire – classified as Professional Interpreter I.
- EIPA 3.5 or higher, ASLPI 3+ or higher, VQAS Level III or higher, NAD IV* or higher, RID: National Interpreter Certification (NIC) or Advanced to Superior level SLPI:ASL scores preferred – classified as Professional Interpreter II.
 - **Applicants that are **NAD credentialed interpreters** must have had an active certification and registered with RID prior to June 30, 2005. These interpreters are required to comply with all aspects of RID's Certification Maintenance Program, including the completion of professional development.*

- Successful completion of a criminal background check pursuant to WV Code §18-5-15c
- Must be able to meet physical demands of signing.

PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computer and multimedia equipment, and use repetitive motions. **The employee may frequently lift and/or move at least 50-100 pounds.** He/she shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which effect employee productivity, safety, or judgement will not be tolerated.