

Educational Interpreter I
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Special Education & Related Services**

TITLE: **Educational Interpreter I**

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Level 3 or higher on the Educational Interpreter Proficiency Assessment or passing score on a state level interpreting evaluation.
3. Annually complete 15 hours of training related to interpreting approved by local education agency.

REPORTS TO: Principal/Director of Special Education and Related Services

JOB GOAL: To provide transliterating/interpreting services for students who are deaf or hard of hearing within New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations, including IDEA.
2. Facilitate communication between the student, peers and adults in the school environment.
3. Know the content of the lessons prior to class to ensure accurate representation of the lesson.
4. Tutor students who are deaf or hard of hearing under the direction of the teacher. Provide feedback to teacher upon request.
5. Provide instruction in beginning sign language to students and /or staff.
6. Continuously monitor through observation and consultation student progress and the effect of intervention and need for continuation or modification.
7. Serve as liaison to promote positive and cooperative relationships within the school environment.
8. Perform related duties and responsibilities as requested by the Director, and/or principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten-month work year/FLSA Non- Exempt

Starting Salary and/or Grade: Grade 64

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Competent in the communication modality used by the student who is deaf or hard of hearing.
- Competent in English grammar, including syntax, spelling and punctuation.
- Working knowledge of subjects being interpreted. Understanding of deafness and its impact on language development.
- Skill in expressive transliterating/interpreting at a rate commensurate with conversational speech and class lectures.
- Adequate reverse interpreting/translitterating skill while maintaining the integrity of the message.
- Ability to work as a part of the Individualized Education Program team.
- Ability to establish and maintain effective working relationships as necessitated by work.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.