

Jefferson Parish Schools Guidance for
**GUIDANCE FOR WORKING
WITH INTERPRETERS**



Jefferson Parish Schools serves a diverse community with students and families who speak over 39 languages. In accordance with *Title VI of the Civil Rights Act of 1964*, the district ensures that parents and guardians have access to information in a language they understand by employing bilingual staff and contractors.

This guidance establishes clear expectations for English-speaking staff working with interpreters.



Understand the Role of Interpreters:

Interpreters facilitate communication without adding personal opinions or advice. **They must remain neutral**, especially in disciplinary meetings or parent-teacher conferences.



Select Qualified Interpreters:

Choose certified, experienced interpreters familiar with educational terminology. For legal meetings, such as IEP or disciplinary hearings, only district approved interpreters should be used.



Prepare in Advance:

Brief interpreters on the context, goals, and provide relevant materials ahead of time, such as meeting agendas and student reports.



Communicate Clearly:

- Speak clearly, at a moderate pace, and pause regularly to give the interpreter time to translate.
- Ensure that you articulate your points slowly to allow the interpreter to keep up. The interpreter may ask you to pause.
- Avoid using jargon, idiomatic expressions, or culturally specific references that may be difficult to translate. For instance, saying "hit the ground running" may confuse non-English speakers; instead, say "start working immediately."



Engage with All Parties:

Address non-English-speaking individuals directly, maintaining eye contact with them, not the interpreter.



Create an Inclusive Environment:

Ensure all written materials are translated and encourage participation from non-English-speaking individuals during meetings.



Follow Up:

Recap key points at the end of meetings and provide translated summaries or notes if needed.



Cultural Sensitivity:

Be aware of and respectful toward cultural differences, avoiding stereotypes and assumptions.



Feedback and Improvement:

Seek feedback from interpreters and participants to improve future interactions. Continue to educate staff on best practices for serving multilingual communities.

4.25" X 11"