**Class Code 7338**

**CLASS TITLE: EDUCATIONAL INTERPRETER I**

**QUALIFICATIONS:** 1. High school diploma or equivalent.

2. Minimum of one year experience interpreting in an educational setting or

working in a deaf community with supporting documentation.

3. Must hold a minimum of a Temporary License issued by the Kentucky Board

Of Interpreters for the Deaf and Hard of Hearing per KRS 309.300-319 under 201 KAR 39:070 and obtain Continuing Education Requirements per 201 KAR 39:090.

4. **If license is temporary, must be actively working with a mentor to achieve**

**full license.**

5. Such additional qualifications as the Superintendent or Board may find

appropriate and acceptable.

**REPORTS:** Principal and Teacher of the Hearing Impaired

**SUPERVISES:** Not Applicable

**JOB GOAL:** Serve as an integral member of the educational team serving students who are

deaf or hard of hearing in the educational environment according to the specifications of the student’s Individualized Education Program (IEP). This environment includes the classroom, laboratory, field trip, assembly, and other educational sites that are deemed appropriate for student learning.

**BASIC FUNCTION:** Apply interpreting and/or transliterating of English and signed concepts in the educational environment to facilitate communication between deaf and hard of hearing students and other students, faculty, staff, or visitors via specialized vocabularies including, but not limited to, American Sign Language, English-based sign language, cued speech, and/or oral transliterating.

**PERFORMANCE RESPONSIBILITIES**

1. Perform recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard of hearing students and others. These may include, but are not limited to:

\*Class preparation time; such as, the review of written material

\*Specialized development; such as, the preview of audio/video material

\*Parent/teacher conferences

\*Provision of note taking service

1. Attend classes with deaf and hard of hearing students to interpret lectures, discussions, and

other audible classroom activities.

1. Interpret into spoken English the question and verbal presentations of deaf and hard of hearing students.
2. Assist deaf and hard of hearing students in communicating with students, faculty, staff, visitors, and others.
3. Interpret at meetings, conferences, appointments, and during other educational activities, such as field trips and assemblies.
4. Serve as a professional member of the education team in the appropriate Admissions and Release Committee process providing input on successful strategies, student strengths, student weaknesses, and student progress.
5. Utilize planning time **to prepare for demanding course material for successful interpreting and/or transliterating and** to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors.
6. **Prepare for demanding course material for successful interpreting and/or transliterating.**
7. Work independently with some direction.
8. **Establish and maintain cooperative and effective working relationships with Deaf and Hard-of-Hearing students and others.**
9. Participate in professional development as relevant to the interpreting experience.
10. Adhere to procedures including confidentiality and health and safety practices as specified by Federal, State, and Local Education Agency requirements.
11. **Knowledgeable of American Sign Language, Signed English, Signed Exact English and/or other recognized modes of communication used within the Deaf and Hard-of-Hearing community.**
12. **Uses Correct English usage, grammar, spelling, punctuation and vocabulary.**
13. **Values, behavior, and language of the American Deaf culture; stays abreast of Legal rights of the Deaf and Hard-of-Hearing; and Interpreter Code of Ethics as outlined in KRS 309.300-319 under 201 KAR 39:120.**
14. Perform other duties assigned by the Principal, Supervisor, Director of Special Education, or the Superintendent as related to communication accessibility of assigned student(s), but only if duties do not interfere with the communication accessibility of assigned student(s).

**TERM OF SERVICE:** Salary and workdays/jobs to be established by the Board

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the

Board’s policy on Evaluation of Classified Personnel.

**APPROVED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_**

**REVIEWED AND AGREED TO BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(EMPLOYEE)**