

EDUCATIONAL INTERPRETER
(Job Description)

A. Qualifications

DPI license #884

B. Reports to the Building Principal

C. Principles of Job Description

The educational interpreter's primary function is to facilitate communication among students who are deaf or hard of hearing, their hearing peers, the classroom teacher and other personnel in the school system. The educational interpreter provides interpreting and support services to students who are deaf or hard of hearing being educated in the school district. Other duties that may be performed when they do not interfere with interpreting include tutoring, participation in meetings and being an active member of the school's educational team.

D. Terms of Employment

180 days per year, salary established by the Board yearly.

E. Evaluation

Performance shall be evaluated in accordance with provisions of the Board's policy on personnel evaluation.

F. Performance Responsibilities

The primary role of the educational interpreter is to serve as a facilitator of communication: to interpret. When the need arises for both interpreting and some other task (e.g. recess/hall supervision, tutoring, etc.), interpreting takes priority and should not be interrupted.

1. Provide expressive and voice interpreting for students who are deaf or hard of hearing in general education classes (this may include American Sign Language, Manually Coded English, Pidgin Signed English and/or Oral Interpreting).
2. Under the direction of the classroom teacher, provide tutoring/review services as necessary for students who are deaf or hard of hearing when it does not interfere with the task of interpreting.

West Salem School District
Policy 933

3. Assist with the set up of note taking services for students who are deaf or hard of hearing, when necessary.
4. Participate in educational team activities either in person or via a report. Activities may include team meeting, Individualized Education Program (IEP) conference and/or informal staffings. Input from the interpreter may involve information regarding communication strategies and progress related to the child's use of the interpreter.
5. Serve as a liaison between the students who are deaf or hard of hearing, hearing peers, staff and faculty members.
6. Lead or assist in providing in-services to hearing students, staff and parents as requested in regard to sign language, deafness, Deaf culture, interpreting and consumer education.
7. Provide interpreting for school functions outside of the classroom, extracurricular activities and parent meetings when requested in advance. (Compensation by the school district for interpreting services provided outside of normal school hours should also be agreed upon in advance.)
8. Perform other duties assigned by the principal when this does not conflict with the primary responsibility of interpreting.
9. At times, when it does not interfere with their service as interpreters, educational interpreters may be asked to assist the teacher with some of the more routine classroom duties.
10. Use any scheduled preparation time (comparable to teacher preparation time) to preview materials, conference with teachers, record data in logs, research signs, etc.
11. Maintain confidentiality: "What goes on in the classroom stays in the classroom."
Maintain professional standards as delineated in the Code of Ethics of the national Registry of Interpreters for the Deaf.

Legal Ref.: Sections 118.24 Wisconsin Statutes
 121.01(a) & (q)
 PI 8.01(2)(a) & (q), Wisconsin Administrative
 Code

Cross Ref: 526, Staff Evaluation
 West Salem Education Association Contract

Approved: September 25, 2006