



**LAFAYETTE PARISH SCHOOL SYSTEM**  
JOB DESCRIPTION

**Job Title:** Educational Classroom Interpreter  
**Reports To:** Principal  
**Prepared By:** Interpreters/Human Resources  
**Salary Grade:** Interpreter Salary Schedule  
**Obj/Func:** 119/2154

**Department:** Special Education  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 01/03/2019  
**Approved Date:** 07/17/2019  
**Days:** 180  
**2002 Sales Tax Eligible:** No

**Summary:** The educational interpreter's primary function is to facilitate communication among students who are deaf/hard-of-hearing, their hearing peers, the classroom teacher, and other school system personnel. The educational interpreter provides communication services to give deaf/hard-of-hearing students access to the general education curriculum and meet the goals set forth by a competent evaluation authority according to the state and parish guidelines.

**Qualifications:** Possession of High School Diploma/GED. Pass the pre-hire screening of the Educational Interpreter Performance Assessment (EIPA). Meet the Louisiana Department of Education's standards for Educational Interpreter Ancillary Certification (written and performance assessments). Completed C-Print Captioning online training through National Technical Institute for the Deaf preferred.

**Essential Duties and Responsibilities** include the following:

THE PRIMARY RESPONSIBILITY OF AN EDUCATIONAL INTERPRETER IS TO INTERPRET. THIS SHOULD TAKE PRIORITY OVER ANY OTHER DEMANDS.

- Provide the related services of interpreting and/or transliterating according to specifications in the student's Individualized Education Plan.
- Provide input in the IEP development/review that pertains to the Deaf/Hard of Hearing student's use of interpreting/transliterating services.
- Advocate for the needs of the deaf/hard-of-hearing student.
- Plan by reviewing signs associated with lesson, lectures, videos, and other academic content.
- Identify and make necessary modifications to fit the communication needs of student, considering individual academic and physical needs.
- Monitor students' understanding of the message and adjust delivery accordingly.
- Provide communication in a variety of settings including extracurricular activities as needed.
- Performs other duties as assigned by immediate supervisor, only when tasks do not conflict with the primary responsibility of interpreting.

**Professional Responsibilities:**

- Report any concerns of the student to their appropriate teacher. Follows the directed chain-of-command for other issues or concerns.
- Follow the LPSS policy for mandatory reporting.
- Pursue professional growth through study of deaf education/educational

interpreting topics; participate in professional organizations and activities.

- Establish annual professional growth goals.
- Assist in implementing school/Board rules and policies.
- Support school programs and display positive attitude.
- Maintain confidentiality regarding all students and interpreting situations.
- Complete reports and records as assigned in a timely manner.
- Project well-groomed appearance and follow district dress code policy.
- Function professionally and harmoniously with parents, school personnel and students.
- Provide for communication with students and parents outside the instructional day as determined by administrative policy.
- Attend school-wide in-services relating to education as directed by administration.
- Establish and maintain cooperative relations with the educational team and community; promote the total school program in order that maximum effect be achieved.
- Maintain certification according to the guidelines established by the Louisiana Department of Education.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies.

- **Adaptability** - Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- **Dependability** - Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- **Honesty** - Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.
- **Decision Making** - Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- **Cooperation** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- **Self-Discipline** - Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- **Self-Motivation** - Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- **Good Hygiene/Personal Appearance** - Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.

- **Courteousness** - Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- **Effective Communication** - Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- **Project Management** - Coordinates projects; Completes projects on time and budget; Manages project team activities.

**Physical Demands/Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Unless reasonable accommodations can be made while performing this job the staff member shall: Sit, stand and walk for required periods of time. Communicate effectively in Spoken English using proper grammar and vocabulary. While performing the duties of this job, the employee is regularly required to reach with arms and hands to finger, handle or feel; and use hands and fingers to handle objects and operate tools, computers and/or controls. The employee is frequently required to sit. The employee is frequently required to stand and walk. Repetitive hand movements with limits recommended by interpreting profession. The employee must use strength to lift items needed to perform the functions of the job and occasionally lift and/or move up to 50 pounds. Specific vision and hearing acuity is required to perform the functions of the job.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 occasionally exposed to: outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. The noise level in the work environment is usually quiet, but may also be noisy at times.

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Acknowledged and Approved

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Date