

**Mifflin County  
School District**

**201 Eighth Street, Highland Park  
Lewistown, PA 17044**

**EDUCATIONAL INTERPRETER**

**Job Description**

**September 22, 2016**

**Title:** Educational Interpreter

**Supervised by:** Director of Student Services, Coordinator of Special Education and Building Principal

**Job Summary:** The educational interpreter's function is to facilitate communication among deaf/hard-of-hearing students and their hearing peers, teachers, and other personnel involved in the student's educational setting through the act of interpretation and transliteration. Interpreters are fluent in English and sign language. When interpreting, it is essential that the intent of the speaker is conveyed and that key course related vocabulary is used at all times. The interpreter should interpret all possible information, not limited to teacher instruction.

**Duties and Responsibilities:**

1. Interprets/transliterates/voices for staff/faculty and students in, but not limited to, regular education classes, lectures, films/movies, tv, assemblies, casual conversations among peers, and parent meetings.
2. Competency in production of spoken and written English.
3. Maintain professional attitude and standards at all times toward student and teachers; does not counsel, scold, or discipline student.
4. Attends MDT/IEP meetings when invited.
5. Introduces self to a substitute teacher and explains what he/she will be doing.
6. Prepares a folder with necessary information/materials enclosed for a substitute interpreter to be able to manage his/her day in an informed and orderly fashion.
7. Talk to the classroom teacher(s) about test-taking strategies. As specified by law, the interpreter is allowed to facilitate test taking by interpreting the language of the test
8. Discusses concerns about interpreting with persons involved and refers unresolved issues to the appropriate supervisor.
9. Consult with classroom teacher and other personnel to review lesson plans, classroom media, etc.
10. Exhibits confidentiality in all areas of assignment. Conversations between the teacher and student concerning personal problems or grades shall be confidential. Conversations between students shall be confidential.
11. Flexibility in handling unexpected situations.
12. Good interpersonal communication skills.
13. Ability to establish good rapport with children and work with other adults as a team.
14. Assists in providing orientations on deafness to students and staff about the role, utilization, and limitations of an interpreter in the classroom.

15. Comply with all applicable safety/school rules, regulations, and standards including the interpreter code of ethics.
16. Consult with classroom teacher and other personnel to review lesson plans, classroom media, etc.
17. Understands limits to confidentiality. If the student reports abuse or if the interpreter suspects illegal acts involving any student, the interpreter is legally and ethically obligated to report such information to appropriate school personnel.

**Qualifications:**

- Score of 3.5 or higher on the EIPA, required
- Associate degree from IHEs and/or Community Colleges, preferred
- Candidate must have a basic understanding of assistive devices, as required, to meet the specific needs of the student.
- Minimum of high school diploma with demonstrated competency in sign language.
- Proven work experience record with school-age children.

**Physical Demands:**

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to walk/move throughout the work environment

**Work Environment:**

- Subject to inside/outside environmental conditions

**Sensory Abilities:**

- Visual acuity and auditory acuity

**Temperament:**

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

**Cognitive Ability:**

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Benefits in accordance with the Association of Mifflin County Education Support Professionals Association ESPA/PSEA/NEA Collective Bargaining Agreement, 180 days per year

EVALUATION: Annually by Supervisor