

## DELRAN TOWNSHIP SCHOOL DISTRICT

### Educational Interpreter (Oral and/or Sign Language)

Reports to: Director of Child Study Team/Principal

Job Goal: Provide hearing impaired students with interpretation (incidental or substantial re-wording of the spoken message) and/or transliteration (literal repetition of speaker's remarks). Facilitate communication between hearing-impaired and hearing people.

#### Essential Duties and Responsibilities: *Other duties may be assigned*

- Interacts with professionals who teach the hearing impaired, i.e., special education teacher, regular classroom teacher, guidance, speech, and administration.
- Interprets/translates in sign language all classroom activities for students whose IEP indicates interpreter services and assigned to the interpreter-tutor for intervention strategies. In addition, interprets school activities as planned and scheduled as a part of the teacher's routine class caseload. This includes lectures, conversations, films, special projects, and assemblies,
- Follows classroom schedule and interprets students as dictated by individual student IEPs and as assigned to the educational interpreter at the beginning or during the school year.
- Does reverse interpreting as needed (including verbalizing students' signed utterances).
- Be available on a need basis and as scheduling permits as an interpreter for tutoring done by the classroom teacher. If tutoring must be done and the classroom teacher is not available, the interpreter should meet with the teacher prior to the tutoring to ascertain the information which may need explanation.
- Serve as a liaison to promote good public relations between the hearing-impaired, hearing peer, staff and faculty members.
- The interpreter is not responsible for the class during the absence of the classroom teacher. The interpreter is not a teacher, nor is the interpreter a teacher aide.
- Confer with the classroom teacher in order to be better prepared for interpreting services.
- Exhibit an interest for self-improvement in signing ability, interpreting skills and establish a better understanding of the educational process.
- Attend all in-service programs and staff meetings as directed by the school building principal or Director of Special Education Services.
- Interpreter will use sign system used by the pupil (American Sign Language, signed exact English, cued speech, pidgin signed English, oral interpreting, etc.).
- Assists hearing impaired students to understand class routines or instructions by clarifying or explaining concepts.
- Provides tutoring and follow-up instructions as directed.
- Supports students in their completion of tasks.
- Serves as liaison between the special education and regular classroom teachers.

- Will follow the directions from certified teachers in order to perform the educational tasks required of them in the regular classroom to assist hearing-impaired pupils.
- Shall perform other related duties as assigned by your immediate Manager and/or Superintendent.

Certificates, Licenses, Registrations:

Valid N. J. Educational Interpreter-Sign Language Interpreting Certificate.

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of certificated personnel.

**APPROVED BY THE BOARD OF EDUCATION: May 07, 2012**