



Educational Interpreter of the Deaf & Hard of Hearing Job Description

Job Purpose

The Educational Interpreter provides high-quality, real-time interpretation and transliteration services for students who are Deaf or Hard of Hearing in academic and non-academic settings. The interpreter facilitates accurate communication between the student and teachers, peers, and staff to ensure equal access to instructional content, classroom discussions, school activities, and social interactions as outlined in the student's Individualized Education Program (IEP). The Educational Interpreter transmits messages and environmental cues using the language or communication mode that best meets the needs of the student and establishes effective professional relationships with students, parents, and staff while exercising initiative, judgment, and discretion. The position follows best practices for educational interpreting and the Mississippi Educator Code of Ethics.

Knowledge, Skills, and Abilities

- Demonstrates fluency in American Sign Language (ASL) and English, including the ability to interpret voice-to-sign and sign-to-voice effectively.
- Demonstrates knowledge of multiple communication modes such as Conceptually Accurate Signed English (CASE) or Manually Coded English and the ability to adapt communication based on student needs.
- Demonstrates knowledge of nonverbal communication techniques including body language, facial expressions, gestures, mime, and visual cues.
- Demonstrates knowledge of reverse interpreting techniques to translate signed communication into spoken English.
- Demonstrates understanding of the educational, social, and emotional development of students who are Deaf or Hard of Hearing and the impact of hearing loss on language comprehension.
- Demonstrates knowledge of broad sign language vocabulary and strategies for accurately conveying meaning in academic content areas.
- Demonstrates understanding of the language and communication needs of students who are Deaf or Hard of Hearing.
- Demonstrates knowledge of confidentiality requirements including FERPA and professional interpreting standards.
- Demonstrates situational awareness in classroom environments to ensure optimal student access to visual instruction and communication.
- Demonstrates ability to use routine computer applications including word processing, data entry, and report generation.
- Demonstrates ability to recognize and report suspected abuse in accordance with district policies and state regulations.
- Demonstrates strong interpersonal skills and the ability to establish and maintain effective working relationships with students, parents, teachers, and staff.

Minimum Qualifications

- Completion of an interpreter training program of at least two (2) years in duration accredited by the Mississippi State Board for Community and Junior Colleges, the Mississippi Institutions of Higher Learning, or a comparable agency in another state or alternate route interpreter training program.
- Associate's Degree in Educational Interpreting or a related field preferred; Bachelor's Degree preferred.
- Valid Mississippi Educator License with a 208 endorsement (Educational Interpreter) **preferred**.
- Must possess one of the following certifications; however, two or more are preferred:
 - National Association of the Deaf (NAD) certification;
 - Registry of Interpreters for the Deaf (RID) certification;
 - Mississippi Office on Deaf and Hard of Hearing (ODHH) certification;
 - Comprehensive Skills Certificate (CSC);
 - Certificate of Interpretation (CI);
 - Certificate of Transliteration (CT);
 - Certified Deaf Interpreter (CDI).

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- Provisional permits may be accepted in emergency circumstances.
- Provisional permits must be renewed annually with documentation of improved interpreting skills.
- Previous experience interpreting in a K–12 educational setting preferred.
- Commitment to maintaining licensure and certification through required continuing education units (CEUs).

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Interprets classroom lectures, discussions, teacher instruction, and peer interactions into the student’s primary communication mode.
- Provides sign-to-voice interpreting to ensure the student’s questions, comments, and responses are clearly communicated to teachers and peers.
- Interprets auditory information including videos, announcements, and other instructional materials.
- Facilitates communication during tutoring sessions, counseling sessions, school assemblies, field trips, and extracurricular activities.
- Collaborates with teachers to ensure optimal classroom conditions including appropriate seating, lighting, and visual access for the student.
- Works with the Teacher of the Deaf or other specialists to review lesson plans and specialized vocabulary to ensure accurate interpretation.
- Researches and selects appropriate signs and strategies to convey accurate meaning in academic and social contexts.
- Provides or coordinates note-taking services when appropriate to support student learning.
- Serves as a technical resource for the IEP team regarding communication access and interpreting effectiveness.
- Provides academic clarification or tutoring during non-interpreting times under the direction of the teacher when appropriate.
- Provides information to instructional staff regarding the communication and language needs of students who are Deaf or Hard of Hearing in accordance with team guidance.
- Educates staff and students on appropriate procedures and strategies for working effectively with an interpreter.
- Advocates for communication access and models self-advocacy strategies for students.
- Demonstrates knowledge of the language and communication needs of students who are Deaf or Hard of Hearing and communicates effectively with them.
- Exhibits exemplary interpersonal skills when interacting with students, parents, and staff.
- Maintains confidentiality regarding student information and educational records.
- Participates in professional development and growth activities related to interpreting and educational services.
- Attends staff meetings, building meetings, and professional meetings as requested by teachers or administrators.
- Projects a positive image of the district and maintains a collaborative and professional attitude.
- Performs other job-related duties as assigned by the supervisor or superintendent.
- Limited travel to meetings, trainings, or school-related activities may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Building Administrator and Director of Special Education **Supervises:** N/A

Classified Employee Terms of Employment: At Will / 180 Days **FLSA Status:** Non-Exempt

Certified Employee Terms of Employment: Contract 180 Days **FLSA Status:** Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

_____ Employee’s Printed Name

_____ Employee’s Signature & Date

_____ Supervisor’s Signature & Date