



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Educational Interpreter/ Deaf or Hearing Impaired  
**Reports To:** Program Administrator  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 12/2002  
**Last Revised Date:** 05/2016

### **Summary:**

To effectively and impartially facilitate communication between persons who are deaf and hard of hearing and hearing persons within the educational environment.

Interpreters must be fluent in various forms of communication including ASL or the sign mode determined by the educational team.

### **Essential Duties and Responsibilities:**

- *Must have knowledge of and comply with the professional interpreter code of conduct such as the EIPA Professional Code of Guidelines and/or NAD-RID Professional Code of Conduct.*
- Interprets and/or transliterates according to the specifications of the students' Individualized Education Program (IEP)
- Act as a resource for classroom teachers, administrators and families regarding the role and responsibilities of interpreter services
- Uses planning time to meet with teachers and staff as determined appropriate by the educational team and/or supervisor
- Modify or create materials supporting instruction that is presented in the general education classroom under the guidance of a certified teacher
- Prepare for classroom academic content, including previewing text books, teacher lesson plans, research technical educational vocabulary
- Previews course material (teacher lectures, videotapes, tests) as necessary for successful interpreting and/or transliteration
- Works collaboratively with the general education teacher and teacher of the deaf and hard of hearing to promote a successful learning environment
- Provide detailed sub plans in the event of absence from that classroom that includes schedule, accommodations, and student profile
- Position themselves appropriately to assure visual access to educational content
- Provides academic support, such as tutoring the deaf or hard of hearing student under the guidance of a certified teacher
- Supports staff in facilitation of communication and learning
- Develops and maintains a professional relationship for all interactions with school staff, students, families and visitors
- Participate in ongoing professional development that enhances interpreting skills and increases academic knowledge

- Participate as a member of a student's IEP team
- Has the opportunity to mentor other interpreters and practicum students in a professional setting.
- Regular and consistent attendance
- Other duties as assigned

**Certificates, License, Registration:**

High School diploma or equivalent

EIPA score of 4.0 or better

BEI I, II, III/NIC/CI/CT, CSC

**Preferred Education and/or Experience:**

Associate's Degree (A. A.), Bachelor's Degree (B.A.)

Completed or working towards the completion of an Interpreter Training Program (ITP)

**Other Skill & Abilities:**

Maintains professional boundaries, confidentiality and demonstrates respect for students and colleagues

Ability to communicate effectively including listening

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Displays willingness to support and make decisions with sound judgment in timely manner

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to walk, stand, sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. Must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually quiet but may be noisy at times.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.