

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

EDUCATIONAL INTERPRETER

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required. Bachelor's Degree in Educational Interpreting preferred.
- Educational Interpreter: No level of EIE/QA; **OR**
- Educational Interpreter 1: Valid EIE I or QA I; **OR** EIPA 2.0-2.9; **OR**
- Educational Interpreter 2: Valid EIE II or QA II; **OR** EIPA 3.0-3.9; **OR**
- Educational Interpreter 3: Valid EIE III or QA III; **OR** EIPA 4.0-5.0.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge and correct use of English language and the use of specific and technical vocabulary.
- Extensive knowledge of manual communication.
- Knowledge of technology as related to specific job functions.
- Ability to accurately interpret and translate expressively and receptively for deaf and hard of hearing students.
- Ability to follow directions and work as a team member.

SUPERVISION

REPORTS TO Executive Director of Exceptional Student Support Services or designee
SUPERVISES No supervisory duties

POSITION GOAL

To provide interpreting/transliterating services rendering the message faithfully, both receptively and expressively, conveying the content and the spirit of the speaker using the language most readily understood by the person(s) whom they serve.

PERFORMANCE RESPONSIBILITIES

1. * Interpret/translate expressively and receptively for deaf and hard of hearing students in all aspects of the educational process. Possible interpreting/transliterating assignments may include, but not be limited to the following:
 - All classroom activities (lectures, discussions, small group work, question and answer, media presentations, teacher/student conferring, etc.). Any counseling sessions (guidance, teacher, parents, administrative, etc.) assessments, evaluations, IEP's or discipline situations.
 - Any school related activities in which the deaf/hard of hearing students wish to attend or are required to attend during normal working hours.
 - Tutoring sessions, make-up times, etc. during normal working hours or as arranged by the teacher of the deaf or the general education teacher.
2. * Work cooperatively with all members of the educational team including the deaf/hard of hearing teacher, general educational teachers, and deaf/hard of hearing students.
3. * Facilitate communication between the deaf/hard of hearing student and classroom teacher when the student's behavior is inappropriate or disrespectful in any way.
4. * Establish in conjunction with the classroom teacher, a physical setting within the classroom for appropriate communication interaction.
5. * Meet with classroom teacher on a regular basis in regard to communication needs of the deaf/hard of hearing students.
6. * Prepare for interpreting assignments by studying content areas, vocabulary, lesson plans, outlines, etc. when interpreting services for the deaf/hard of hearing students are not required. (Resource time)
7. * Adhere to Federal, State and District policies, procedures and Educational Interpreting ethical standards in regard to matters of confidentiality concerning personal information about students.
8. * Assist the classroom teacher in the preparation of materials, clerical and recordkeeping duties during a class period when interpreting services for the students are not required.
9. Perform other duties as assigned by the Executive Director of Exceptional Student Support Services or designee.

**Denotes essential job function/ADA*

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NOTE: Must maintain and supply proof each year verifying the QA or EIE, or EIPA achievement level. Training to update skills and cost of screening or diagnostic testing will be the responsibility of the interpreter.

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
District Salary Schedule	PeopleSoft Position TBD	<input checked="" type="checkbox"/> Applicable	January 8, 2013
Months 10	Personnel Category 13	<input type="checkbox"/> Not applicable	Previous Board Approval June 26, 2001
Annual Days 196	EEO-5 Line 47		
Weekly Hours 37.5	Function 5200		
Annual Hours 1470	Survey Code 52028		
Educational Interpreter / C-B2	\$17,698 - \$31,430	ADA Information Provided by Ida Mazar	
Educational Interpreter 1 / C-B2	\$20,898 - \$34,630	Position Description Prepared by Ida Mazar	
Educational Interpreter 2 / C-B2	\$21,498 - \$35,230		
Educational Interpreter 3 / C-B2	\$22,098 - \$35,830		
Job Code 1988			
Job Code 1955			
Job Code 1957			
Job Code 1954			

•Educational Interpreter will move from level to level-based on meeting and maintaining qualifications. Salary will commensurate with years of experience and appropriate level.