



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

DESIGNATED INTERPRETER

Minimum Qualifications:

- Valid Ohio Department of Education Interpreter Associate License
- Extensive experience interpreting in the education field as well as the professional field.
- Demonstrated proficiency in spoken English.
- Proficient in communication skills including but not limited to: American Sign Language (ASL), Pidgin Signed English (PSE), and/or Signed Exact English (SEE).
- Strong voicing skills that accurately reflect expression.
- Skilled in use of alternative forms of communication (e.g., gestures, mime, etc.).
- Self-directed, congenial disposition, and strong interpersonal skills.
- Meets all mandated health requirements.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Team player who values the success of the overall group

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA CLASSIFICATION: Non-Exempt

Reports To: Director of the Outreach Center; Assistant Director, Executive Director
as assigned

Job Objectives:

The statewide center for sensory disabilities is designed to coordinate statewide professional development and technical assistance to support local education agencies (LEAs), students with sensory disabilities (blindness, deafness, and visual or hearing impairments) and their families. The designated interpreter, positioned in the Outreach Center, is responsible for providing interpreting services for the outreach team as they work with internal and external partners who use ASL or other forms of sign systems. Your role as the designated interpreter includes an in-depth understanding of the roles of professionals who are deaf, their colleagues, and other entities/persons involved with the organization. This includes work culture, content knowledge, and jargon related to the Outreach Center.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations: however, the list below is not ranked in order of importance.”

- Provides interpreting and/or transliterating services. Uses communication methods that best meet the needs of individual(s) with whom the interpreter is working. Works with team to ensure that services are provided across environments as needed.
- Promotes effective use of interpreter services (e.g., community training, etc.)
- Collaborates with team to address additional needs for trainings.
- Works with professionals who are deaf to educate staff who are hearing about using interpreting services and providing visual access to deaf and hear of hearing professionals, students, and families.
- Upholds board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the center. Supports partnerships that enhance the center’s operational effectiveness.
- Participates in staff meetings and professional growth opportunities as directed and when not in role as an interpreter.
- Maintains a professional demeanor.
- Demonstrates accuracy, responsiveness, and excellent communication when fielding center phone calls, participating in meetings and trainings, and responding to emails and other written correspondence with internal and external customers
- Completes other duties as assigned by The Outreach Center director and OCALI directors, which may include supporting district technical assistance initiatives, participating on grant writing teams, etc.
- In addition, performs other specific job-related duties as assigned by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure or state license and to initiate the renewal process in sufficient time to receive the updated certificate/license or state license prior to the expiration of the present certificate/license.

January 2020