

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION

Title: **EDUCATIONAL INTERPRETER** **File 305**

Reports to: Assigned Coordinator of Special Education and Teacher

Job Objectives: Provides interpretive services to facilitate communications between students with hearing and/or communication disabilities and other individuals through oral and signed language. Strives to support a productive learning environment.

Minimum Qualifications:

- Valid Ohio interpreter for the hearing impaired license.
- Meets all mandated health requirements.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- 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 the use of alternative forms of communication (e.g., gestures, mime, etc.).
- Open to use of a total communication approach.
- Self-directed, congenial disposition, and strong interpersonal skills.

Note: Appointment requires successful completion and periodic renewal of state mandated and service center training requirements (e.g., state licensure criteria, communicable disease, child abuse, CPR, first aid, and/or behavioral management training).

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides interpreting and/or transliterating services. Uses communication methods that best meet the needs of assigned students' IEP. Works with staff to ensure that services are provided in the least restrictive educational environment. Helps maintain a positive learning environment.
- Upholds board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the service center. Supports community/school partnerships that enhance the service center's operational effectiveness.
- Promotes the effective use of interpretative services (e.g., consumer training, etc.).
- Collaborates with the educational team to address supplemental service needs (e.g., remedial or enrichment activities, personal care concerns, etc.).
- Educates staff about using interpreting services and providing visual access to deaf and hard of hearing students.
- Uses preparation time to increase knowledge of classroom to effectively interpret material.
- Offers help when students ask or their behavior suggests they need assistance when appropriate. Avoids being intrusive. Helps mediate student concerns discreetly.
- Supports an inclusive educational environment. Facilitates for students with disabilities participation in appropriate peer group activities as directed.
- Helps teachers implement classroom modifications/accommodations as requested.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Takes precautions to ensure staff/student safety. Does not leave assigned students unsupervised.
- Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Maintains high standards and upholds the student conduct code.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Reports evidence of suspected child abuse and neglect as required by law.
- Participates in parent conferences, open houses, and other required events when appropriate.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a professional demeanor.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Addresses problem situations and intervenes to resolve conflicts when appropriate.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for hand overuse syndrome.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

The Educational Service Center of Central Ohio Governing Board does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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