

JOB DESCRIPTION – SAMPLE

EDUCATIONAL INTERPRETER

Job Title

- Sign Language Interpreter

Position Summary

- The interpreter's primary function is to provide interpreting to d/Deaf and Hard of Hearing students, classmates and educational staff in regular daytime programs. Other duties that may be performed when not required to provide interpreting may include tutoring, if qualified, and participation in meetings as a member of the educational team.

Position Duties and Responsibilities

- Provide interpreting for d/Deaf and Hard of Hearing students, classmates and educational staff.
- Where qualified, the interpreter will tutor, under direction of a teacher, when interpreting is not required.
- Participate in educational team meetings, including the development and review of progress on the Individual Education Plan, providing insight on the success of communication strategies.
- Provide interpreting for extra-curricular activities and parent meetings when necessary.
- Provide interpreting for other needs that may arise.
- Preparation for classroom interpreting (familiarization with vocabulary and concepts).
- If uncertified, to pursue professional development as a means of achieving AVLIC certification.

Supervision

- The interpreting will report to the Interpreter Coordinator and/or and outside consultant regarding interpreting skills.

Qualifications – Required

- Graduation from a recognized interpreter training program (ITP)
- Ability to interpret (as evidenced through the EIPA screening or a screening committee comprised of Deaf Community members and representatives from a professional interpreting organization)
- Hold active membership in the provincial and national interpreting associations.

OR ALL OF THE FOLLOWING

- Fluency in English and American Sign Language (ASL)
- Knowledge of the AVLIC Code of Ethics
- Ability to interpret (as evidenced through the EIPA screening or a screening committee comprised of Deaf Community members and representative from a professional interpreting organization)
- Knowledge and understanding of Deaf culture.
- Experience in interpreting.
- Holds active membership in the provincial and national organizations.

Qualifications – Recommended

- Certification from AVLIC or RID.
- If uncertified at the time of hiring, it is recommended that the candidate be required to enter the Canadian Evaluation System process within five years of employment.

POSITION ANNOUNCEMENT – SAMPLE

Position Number

POSITION: Interpreter in an Educational Setting

LOCATION: _____

START DATE: _____

DURATION: _____

SALARY: Commensurate with Training and Experience

POSITION SUMMARY:

To facilitate communication between Deaf, Hard of Hearing and hearing consumers in an educational setting.

MAJOR RESPONSIBILITIES:

- to provide American Sign Language (ASL) to English and English the ASL interpretation in the classroom.
- to facilitate communication in extracurricular activities.
- to work as a team member with classroom and special education teachers.
- to display and promote professionalism and a high ethical standard in interpreting, practicing the AVLIC Code of Ethics.

QUALIFICATIONS:

- graduation from recognized Interpreter Training Program (ITP).
- ability to interpret (as evidenced through an EIPA screening or a screening committee comprised of Deaf Community members and representatives from a professional interpreting organization).
- holds active membership in the WAVLI and AVLIC.
- certification from AVLIC or RID desired.
- if uncertified at the time of hiring, it is recommended that the candidate be required to enter the Canadian Evaluation System process within five years of employment.

OR ALL OF THE FOLLOWING

- fluency in English and American Sign Language (ASL).
- knowledge of AVLIC Code of Ethics
- ability to interpret (as evidenced through the EIPA screening or a screening committee comprised of Deaf Community members and representatives from a professional interpreting organization.)
- knowledge and understanding of Deaf culture.
- experience in interpreting.
- hold active membership in WAVLI and AVLIC.

**Applicants will be required to successfully complete a screening procedure.

APPLICATION PROCESS:

Please submit letter of application, resume and three letters of reference to:

CLOSING DATE: