



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Educational Interpreter for Deaf/Hard of Hearing I, II, III, IV
JOB CODE: MM-087
CLASSIFICATION: Non-Exempt
PAY GRADE: 15, 16, 18 & 20
BARGAINING UNIT: FOPE - Clerical
REPORTS TO: Deaf/Hard of Hearing Program Administrator or designee
CONTRACT YEAR: Ten Months

POSITION GOAL:

To provide interpreting/transliterating services to deaf and hard of hearing students which facilitate communication within an instructional environment.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Educational Interpreter for Deaf/Hard of Hearing I, II, III, IV shall carry out the performance responsibilities listed below.

- Provide interpreting/transliterating services to a student or group of students who are deaf/hard of hearing in the communication mode used by the student(s).
- Provide interpreting/transliterating in one or more education settings including: classroom, assemblies, discipline or counseling sessions, extra-curricular activities.
- Provide interpreting/transliterating in receptive or expressive mode for classroom lectures or discussions to facilitate communication between student and teachers or peers; service to include film/video presentations.
- Function as liaison between deaf/hard of hearing students and others in the educational setting.
- Participate as a member of the educational team by attending and offering assistance as requested during conferences or Individual Education Plan meetings.
- Maintain confidentiality and professionalism regarding individual student performance and follow school board policies and interpreter code of ethics, concerning all information about students.
- Demonstrate interest in self-improvement by upgrading interpreting/transliterating skills and increasing general understanding of school policies and affairs.
- Assist with the development, presentation and implementation of in-service programs to improve skills necessary to work effectively with deaf/hard of hearing students.
- Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Educational Interpreter for Deaf/Hard of Hearing I (Pay Grade 15):

- Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program.
- Three (3) years of experience providing interpretive services to the deaf and hard of hearing.
- Evidence of Communication Skills in Manual or Oral or Cued Speech.
- Qualifying Screening, Evaluation, Rating, or Certifications Measures:

Manual certifications:

- Educational Interpreter Evaluation (EIE) or Quality Assurance (QA):
Level I – entry level ability

Level II – intermediate level ability

Level III – advanced level ability

- Educational Interpreter Performance Assessment (EIPA):

Level 1 – Beginner

Level 2 – Advanced beginner

Level 3 – Intermediate

Level 4 – Advanced Intermediate

Level 5 – Advanced

- National Interpreter Certification (NIC):

NIC

NIC Advanced

NIC Master

- Registry of Interpreters for the Deaf (RID):

CI -- Certificate of Interpretation

CT-- Certificate of Transliteration

CI/CT – combined certification

Oral certifications:

- Oral Transliteration Certificate (OTC)

Cued Speech certifications:

- Cued Language Transliterator National Examination (CLTNCE)

- OR
- Equivalent valid, recognized, and reliable interpreting/transliterating assessment not listed above but currently active.
- Demonstration of a minimum competency level based on performance standards developed by Broward County School District as evidenced by: Panel interview, Code of Ethics - situational exercise, Classroom skills - interpretive exercise.
- Must be registered for standard certification screening before the end of the initial probationary period (131 days) for continued employment in the position.
- Must be 18 years of age or older.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Some experience with children who are deaf and hard of hearing preferred.
- Documented rating at or above the following ratings/evaluation instruments:
 - EIE or QA – Level I – entry level ability OR
 - EIPA – Level 2 – Advanced beginner OR
- Equivalent valid, recognized, and reliable interpreting/transliterating assessment not listed above but currently active.
- Bilingual skills preferred.

JOB PROGRESSION/CAREER LADDER:

- The Educational Interpreter for Deaf/Hard of Hearing I, II, III and IV jobs are designated as one job, for the purpose of grade assignment or job progression.
- When an employee has achieved an evaluation indicating that his/her job performance has met or exceeded the expectations of the job and has met the educational and skills qualifications outlined below for levels II, III and IV, the employee may be promoted after one year in the department with the approval of the Director, Exceptional Student Education.

Educational Interpreter for Deaf/Hard of Hearing II (Pay Grade 16):

- Requires completion of 12 hours of college credit and meeting one of the following communication skills criteria:

Manual certifications:

- EIE or QA - Level II – intermediate level ability OR
- EIPA - Level 3.0-3.4 – Intermediate OR
- NIC OR RID-CI or CT OR

Oral certifications:

- Passing score on the OTC test OR

Cued Speech certifications:

- Emerging – 2.0-2.6

Educational Interpreter for Deaf/Hard of Hearing III (Pay Grade 18):

- Requires completion of 36 hours of college credit and meeting one of the following communication skills criteria:

Manual certifications:

- EIE or QA – Level III – advanced level ability OR
- EIPA – Level 3.5-3.9 – proficient Intermediate OR
- NIC Advanced OR
- RID-CI or CT OR

Oral certifications:

- Passing score on the OTC test OR

Cued Speech certifications:

- Developing - 2.7-3.3

Educational Interpreter for Deaf/Hard of Hearing IV (Pay Grade 20):

- Requires completion of 60 hours of college credit or an earned Associate's degree from an accredited institution and meeting one of the following communication skills criteria:

Manual certifications:

- EIE or QA – Level III – advanced level ability OR
- EIPA – Level 4.0 or above - Advanced Intermediate OR
- NIC Master OR
- RID- CI/CT OR

Oral certifications:

- Passing score on the OTC test

Cued Speech certifications:

- Acceptable – 3.4 or above

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with students who are deaf/hard of hearing to provide interpreting/transliterating in one or more education settings including: classroom, assemblies, discipline or counseling sessions, extra-curricular activities.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 9/20/94&

Adopted: 10/18/94

Revised 7/15/2003 &

Adopted: 8/19/2003

Board Adopted: 12/16/03

Revised: 3/10/05

Board Adopted: 7/21/2009