

Appendix B: Sample Interpreter Job Description

The purpose of Appendix B is to provide a sample interpreter job description.

Basic Function

Interpret between spoken English and American Sign Language (ASL; or another signed or visual system) at a fluent rate. Only the essential functions and primary responsibilities are listed below; specific position requirements will vary depending on the needs of the student services department.

Essential Functions

1. Interpreting any and all information presented in a classroom or building situation (e.g., lectures, announcements, discussions, assemblies);
2. Attending staff and individualized education plan (IEP) meetings (when appropriate);
3. Participating as part of the IEP instructional team and working collaboratively with other team members;
4. Interpreting as delineated by the student's IEP, using the district's communication policy as a guide;
5. Providing access to the student's school day, which may include testing time, clubs, or independent work;
6. Interpreting for school-sponsored functions outside of the classroom during regularly scheduled school hours (not required to interpret at non-school sponsored events);
7. Maintaining confidentiality;
8. Seeking professional development opportunities and attending district-sponsored professional development opportunities (as appropriate);
9. Serving as liaison to promote rapport between general education and deaf education classrooms, students, the school, and deaf community; and
10. Maintaining satisfactory and harmonious working relationships with the public, students, and other employees.

Primary Responsibilities

1. Conferring and planning with the educational team to prepare for interpreting;
2. Assisting with classroom modifications when appropriate, as determined by the IEP, educational team, or in consultation with other direct service personnel;
3. Providing sign language instruction in mainstream classes (if requested);
4. Interpreting for deaf adults (when appropriate); and
5. Other duties as assigned (e.g., tutoring, facilitating student independence).

Hiring Specifications

Required Specification

Must be licensed by the Iowa Department of Public Health.

Preferred Specifications

- Two-year (or more) interpreter training program and/or experience involving extensive contact with the deaf and hard-of-hearing community
- Associate of arts or bachelor of arts degree