



NEW: Submitted:
11/13/2019 11/12/2019

JOB TITLE:	SUBSTITUTE INTERPRETER EDUCATIONAL
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	6-SUB-16,17,18
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8954
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Interprets and/or transliterates English and signed concepts to any necessary specialized vocabulary used by a student, staff or visitors in educational settings. Necessary specialized vocabularies may include but are not limited to American Sign Language, English-based sign language, cued speech, and/or oral transliterating. As a member of the educational team, works closely with teachers responsible for the student's educational program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Uses recognized interpreting and/or transliterating skills to facilitate communication between deaf and hard-of-hearing students and others including faculty, staff, administrators, other students or visitors

Attends classes with deaf and hard-of-hearing students to interpret lectures, discussions and other audible classroom activities

Interprets at meetings, conferences, appointments, field trips, assemblies, and other educational activities

Utilizes planning time to meet with teachers and staff as deemed appropriate by the educational team and/or supervisors

Prepares for demanding course material as necessary for successful interpreting and/or transliterating

Serves as a professional member of the education team in the appropriate Admissions and Release Committee process

Participates in professional development as relevant to the interpreting experience

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G. E. D.

Temporary or full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Continuing education requirements

One (1) year experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program

DESIRABLE QUALIFICATIONS

Bachelor's or Associate Degree or two (2) years of post-secondary education (interpreter training program preferred) or approved equivalent

Member in professional interpreter and/or other organizations relating to deafness

Previous experience in educational interpreting

Experience in a diverse workplace