



NEW:

11/25/2013

JOB TITLE:	EDUCATIONAL INTERPRETER III
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8300
BARGAINING UNIT:	CLAR

#### 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

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

Bachelor's degree in interpreting, education or related field

Two (2) year's experience interpreting in an educational setting or related field with supporting documentation

Full license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

Effective communication skills

#### DESIRABLE QUALIFICATIONS

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