



NEW:  
11/25/2013

JOB TITLE:	EDUCATIONAL INTERPRETER I
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8298
BARGAINING UNIT:	CLAA

**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**

- High School Diploma or G. E. D.
- Temporary license issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing
- Continuing Education Requirements
- One year (1) experience interpreting in an education setting or working in the deaf community with supporting documentation or graduation from an Interpreter Training Program
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- 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

