

Job Description

Job Title: Lead Educational Interpreter

Supervisor: Coordinator, Special Education

Job Classification: Exempt

Pay Grade: \$4500 supplement

Contract Length: 182 Days

Job Summary

Assist with supervision of the Newport News Public Schools (NNPS) educational interpreters. Duties will be divided between direct classroom interpreting and administrative responsibilities.

Essential Duties

1. Provide training regarding the role of the interpreter in the educational setting for site administrators and staff members.
2. Collaborate with NNPS Human Resources Department to ensure that educational interpreters meet all state and division position requirements.
3. Support the division's efforts to aggressively recruit qualified educational interpreters.
4. Participate in the team interview process for interpreter applicants.
5. Provide in-service to new NNPS interpreters that includes state and division policies/guidelines and the Code of Conduct for Educational Interpreters.
6. Coordinate interpreter needs when interpreters are absent and provide interpreters at events such as parent conferences, extracurricular activities, meetings, etc.
7. Assist with the assignment of interpreters to work sites.
8. Maintain a lending library of technical information.
9. Facilitate the resolution of differences and concerns that occur with clients, interpreters, students, and/or administrators.
10. Assist administrators with observation/evaluations of interpreters and provide support for skill development.
11. Attend professional workshops and maintain a knowledge base of current trends and information (DOE regulations and VDDHH policies) in the field of interpreting.
12. Disseminate relevant information to interpreters and other appropriate staff members.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Coordinator or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor's Degree from an approved institution of higher learning preferred. Must have a minimum of 5 years of experience as an educational interpreter. Personnel providing educational interpreting services for children using sign language shall have a Virginia Quality Assurance Screening (VQAS) Level III or preferably any Registry of Interpreters for the Deaf Certificate (excluding Certificate of Deaf Interpretation), or any other state or national certification recognized by the Virginia Department for the Deaf and Hard of Hearing as equivalent to or exceeding the RID national certification. Thorough understanding of deaf culture; thorough knowledge of the Registry of Interpreter for the Deaf (RID) code of ethics; ability to maintain good working relationships with

students who are deaf or hard of hearing and staff; ability to maintain confidentiality; ability to communicate effectively, both orally and in writing.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The work involves physical effort encountered in normal, everyday activities including sitting, walking, standing, bending, reaching, or carrying light items (no more than 10 pounds). Work is subject to tight and changing schedules, may require serving the needs of several students simultaneously and requires own transportation to travel between schools.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Coordinator, Special Education

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Lead Educational Interpreter will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 03/19 CR