Educational Interpreter

Reports to: Supervisor/Consultant, Intervention Support Services

FLSA Status: Non-exempt

Position Description

The Educational Interpreter helps make education accessible to students who are deaf and/or hard of hearing through sign language and other individualized communication methods. This may include signing various sentence structures during class settings, along with ensuring lighting and seating are appropriate, to maximize the student's access to the Interpreter and the educational instruction. The Interpreter works with the student, their educational team, and the lead interpreter to ensure the student is receiving the necessary assistance in all of their interactions throughout the course of a school day.

Task Title /Domain	Essential Job Functions	% Time Spent (estimate)
Interpreting	• Provide expressive and voice interpreting for academic content, lessons, social interactions, and school-based communication, using the student's preferred mode of communication or other appropriate methods while accurately conveying the speaker's message and intent. • Ensure the classroom environment (lighting, seating, technology use, etc.) is accessible for the student. • Adjust interpretation as necessary to meet the student's specific needs.	80%
Communication; Data Collection & Reporting	• Collaborate with the student's educational team to ensure the student is receiving appropriate levels of assistance. • Prior to lessons, receive and review material from teachers to prepare for conveying the materials to students effectively. • When appropriate, collaborate with the educational team to collect information or data related to a student's Individualized Education Plan (IEP).	20%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Qualifications

Employment in this position is contingent upon compliance with applicable pre-employment requirements, including the satisfactory completion of required criminal records checks and fingerprinting in accordance with Ohio Revised Code § 3319.39 and other applicable laws and HCESC policies.

Required

- **Education:** Associate's degree in Applied Science of Interpreter Training Program, American Sign Language/Interpreting, or a related field.
- **Licensure:** Ohio Five-Year Interpreter for the Hearing Impaired license; Valid driver's license
- **Previous Supervisory Experience:** None
- Access to reliable transportation to fulfill job duties

Preferred

- **Previous Work-Related Experience:** 1-2 years

Supervisory Responsibilities

Supervisory Activities: None
Supervisory Responsibility: N/A, not responsible for supervising employees

Financial & Asset Management

Tasks Performed: None
Spending or purchase approval authority: N/A

Asset Security
This position is responsible for the safety and security of the following types of assets:

- Confidential assets (e.g., personnel files, student records, banking information)

Asset Responsibility

- Position does not manage or oversee any organizational assets. Individuals in this position may use resources in their work (e.g., office supplies, shared equipment, basic inventory), but they are not responsible for tracking and maintaining them.

Interactions & Decision-Making

Interaction Scope

- This position works mainly with the same group of coworkers in their team or department.

Stakeholder Interactions

- **Moderate:** Handles common needs and sometimes adjusts responses or coordinates with others. *(Examples: Explain processes, resolve routine problems, share updates.)*

Decision-Making Responsibility

- This position decides how to organize their own work and set priorities for their tasks.

Knowledge & Skills

Knowledge (Business & Management, Operations & Technology, Services, and Safety & Legal)

- Basic
  - Administrative: Office systems and procedures such as creating and managing documents, organizing files and records.
  - Computers/IT: Electronic equipment, computer hardware and software, including applications and programming.
  - Customer and Personal Service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
- Intermediate
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Law/Government: Local, state, and national laws and government regulations.
- Advanced
  - None
- Expert
  - None

Skills (Basic, Process, Resource Management, Social, Systems, and Technical):

- Continually or almost continually: Active Listening, Coordination, Social Perceptiveness
- More than half the time: Reading Comprehension, Speaking, Active Learning, Critical Thinking, Learning Strategies, Monitoring, Time Management, Service Orientation
- About half the time: Judgment/Decision-Making
- Less than half the time: Writing, Mathematics, Science, Instructing, Negotiation, Complex Problem Solving

The essential functions, qualifications, physical and sensory abilities, mental and psychological demands, and work environment requirements described in this job description are representative of those necessary to successfully perform the duties of the position. A qualified individual must be able to perform the essential functions of the position, with or without reasonable accommodation.

Hamilton County Educational Service Center will provide reasonable accommodations to qualified applicants and employees with disabilities, as required by applicable law, unless doing so would impose an undue hardship. Employees or applicants who require a reasonable accommodation to participate in the application process or perform the essential functions of the position should contact Human Resources.

Working Environment (Physical, Mental, & Psychological Demands)

Work Type

- Light Work: Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible. Physical demand requirements are in excess of these for Sedentary Work.

Physical & Sensory Abilities

- Continually or almost continually: Multi-limb Coordination, Finger Dexterity, Reaching, Repetitive Motion, Hearing in-person speech
- More than half the time: Speaking, Near vision clarity
- About half the time: Standing, Sitting, Far vision clarity
- Less than half the time: Crawling/Crouching/Kneeling, Walking, Hearing remote speech

Mental and Psychological Demands:

- **Occasional Exposure:** The work for this position sometimes involves stressful or sensitive situations, such as meeting deadlines or dealing with unhappy people, but these are brief and infrequent.

Work Environment

This position is exposed to the following environmental hazards:

- Continually or almost continually: None
- More than half the time: None
- About half the time: None

Typical Noise Level: Moderate – Similar to a business office or department store

No personal protective equipment (PPE) is used to perform the duties of this position.

Hamilton County Educational Service Center is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal and state laws. HCESC provides reasonable accommodations to qualified applicants and employees with disabilities in accordance with applicable law.