

# Educational Service Center of Central Ohio

## Job Description

### **EDUCATIONAL INTERPRETER**

#### **Minimum Qualifications:**

- Valid Ohio interpreter for the hearing-impaired license.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Demonstrated proficiency in spoken English.
- Proficient in communication skills, including but not limited to: American Sign Language (ASL), Pidgin Signed English (PSE), and/or Signed Exact English (SEE).
- Strong voicing skills that accurately reflect expression.
- Skilled in using alternative forms of communication (e.g., gestures, mime, etc.).
- Open to the use of a total communication approach.
- Self-directed, congenial disposition, and strong interpersonal skills.

*Note:* Appointment requires successful completion and periodic renewal of state-mandated and service center training requirements (e.g., state licensure criteria, communicable disease, child abuse, CPR, first aid, and/or behavioral management training).

**FLSA Classification:** Non-exempt

**Reports To:** Assigned Coordinator of Special Education and Teacher

#### **Job Objectives:**

Provides interpretive services to facilitate communications between students with hearing and/or communication disabilities and other individuals through oral and signed language. Strives to support a productive learning environment.

#### **Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations. However, the list below is not ranked in order of importance.”

- Provide interpreting and/or transliterating services. Use communication methods that best meet the needs of the assigned students' IEPs.
- Work with staff to ensure that services are provided in the least restrictive educational environment. Help maintain a positive learning environment.
- Uphold board policies and follow administrative guidelines and procedures.
- Promote a favorable image of the service center. Support community/school partnerships that enhance the service center's operational effectiveness.
- Promote the effective use of interpretative services (e.g., consumer training, etc.).

- Collaborate with the educational team to address supplemental service needs (e.g., remedial or enrichment activities, personal care concerns, etc.).
- Educate staff about using interpreting services and providing visual access to deaf and hard-of-hearing students.
- Use preparation time to increase knowledge of the classroom to effectively interpret material.
- Offer help when students ask or their behavior suggests they need assistance when appropriate. Avoid being intrusive. Help mediate student concerns discreetly.
- Support an inclusive educational environment. Facilitate the participation of students with disabilities in appropriate peer group activities as directed.
- Help teachers implement classroom modifications/accommodations as requested.
- Position students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Respect personal privacy. Maintain the confidentiality of privileged information.
- Take precautions to ensure staff/student safety. Do not leave assigned students unsupervised.
- Watch for behavior that may indicate a problem. Work with staff to eliminate unacceptable behavior.
- Maintain high standards and uphold the student conduct code.
- Promote the proper use and care of school property. Report student discipline problems, vandalism, and other related concerns.
- Report evidence of suspected child abuse and neglect as required by law.
- Participate in parent conferences, open houses, and other required events when appropriate.
- Participate in staff meetings and professional growth opportunities as directed.
- Accept personal responsibility for decisions and conduct.
- Wear appropriate work attire and maintain a professional demeanor.
- Strive to develop rapport and serve as a positive role model for others.
- Perform other specific job-related duties as directed.

### **Required Abilities:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Act in accordance with the professional code of ethics.
- Demonstrate professionalism and contribute to a positive work environment.
- Organize tasks and manage time effectively.
- Skillfully manage individual, group, and organizational interactions.
- Effectively use listening, observation, reading, verbal, nonverbal, and writing skills.
- Addresses problem situations and intervenes to resolve conflicts when appropriate.
- Exhibit consistency, resourcefulness, and resilience.
- Exercise tact and self-control when dealing with other individuals.
- Complete paperwork accurately. Verify and correctly enter data.

- Maintain an acceptable attendance record and be punctual.

### **Working Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Duties may require bending, crouching, kneeling, reaching, and standing.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

### **Performance Evaluations:**

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

### **Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

### **Terms of Employment:**

Each staff member shall be a role model for students to conduct themselves as citizens and responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The employees are responsible for maintaining proper certification/licensure and initiating the renewal process in sufficient time to receive the updated certificate/license before the present certificate/license expires.

The Educational Service Center of Central Ohio Governing Board does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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