

Job Description

Job Title: Educational Interpreter (National)

Position Code: 2N09 or BN09

Job Classification: Non-Exempt

Supervisor: Principal

Pay Grade: 38

Contract Length: 181 Days

Job Summary

Position is responsible for use of American Sign Language/Cued Speech to provide services to students with deafness/hearing impairment in a variety of settings including (but not limited to) academic classes, meetings, assemblies, telephone calls, or related activities. The employee takes voiced English information and interprets it into American Sign Language. Employee's performance is evaluated collaboratively by the assigned teacher(s), designated Supervisor and Principal(s).

Essential Duties

1. Acts as the facilitator of communication between the student with deafness/hearing impairment, school staff, fellow students, and others as appropriate.
2. Interprets/transliterates the teacher's/speaker's message, conveying the content and spirit of the speaker.
3. Interprets/transliterates all classroom discussions, conversations, and school assemblies.
4. Respects confidentiality in all areas of interpreting/transliterating assignments.
5. Learns signs and/or cues for special vocabulary prior to need.
6. Conferences with students to discuss new signs and/or cues for special class related vocabulary.
7. Fosters independence in students by directing the student to the teacher when the student has questions, and by encouraging the student to get class notes and assignments without the interpreter's assistance.
8. Avoids advising, counseling, or interjecting personal opinions into the interpreted instruction or within the educational assignment.
9. Strives to maintain high professional standards in compliance with the Registry of Interpreters for the Deaf or National Cued Speech Association.
10. Strives to further their knowledge and skills through participation in workshops, professional meetings, interaction with professional colleagues, and a reading of current literature in the field.
11. Maintains prompt and regular attendance at work.
12. 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 Principal, Coordinator of Hearing & Visually Impaired Services, Lead Educational Interpreter 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)

- a. Personnel providing educational interpreting services for children using sign language shall have a Virginia Quality Assurance Screening (VQAS) National, 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 VQAS national.
- b. Personnel providing educational interpreting services for children using cued speech or cued language shall have a Virginia Quality Assurance Screening National for cued speech or hold a Transliteration Skills Certificate from the Testing, Evaluation and Certification Unit. (TEC Unit).

c. Personnel providing educational interpreting services for children requiring oral interpreting shall meet minimum requirements for competency on the Virginia Quality Assurance Screening's written assessment of the Code of Ethics.

II. Personnel who provide interpreting services for children who use sign language or cued speech or cued language **and who do not hold the required qualifications** shall have a Virginia Quality Assurance Screening Level I, or its equivalent, as determined by the Virginia Department for the Deaf and Hard of Hearing, upon hiring date in any local educational agency in Virginia. Personnel shall achieve the qualification requirements by the third anniversary of their hiring date.

Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

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: Principal & Coordinator Hearing & Visually Impaired Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Educational Interpreter will be required to follow any other instructions and to perform any other related duties as assigned by the Principal 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 08/2025