VACANCY ANNOUNCEMENT

INTERPRETER FOR THE DEAF AND HEARING IMPAIRED
North Bend Elementary School

To effectively and impartially facilitate communication between persons who are deaf or hard of hearing and hearing persons; including, but not limited to administrators, staff, teachers, service providers, parents and peers within the education environment.

DUTIES AND RESPONSIBILITIES INCLUDE

- Interprets/transliterates according to the specifications on the student’s Individualized Education Program (IEP) or Section 504 plan.
- Reviews instructional materials and academic content in preparation for lessons, including previewing textbooks, reviewing teacher lesson plans and/or electronic presentations and any additional classroom materials.
- Renders the communicated message faithfully, always conveying the content and spirit of the speaker using language most readily understood by the person(s) being served and not omitting anything that is said or adding anything to the situation that would change the meaning of the communication.
- Works with a student within the constraints of the job description, avoiding counseling, advising, or interjecting personal opinions.
- Establishes rapport with the assigned student(s) to adapt ways of communicating.
- Assists the student in communicating his/her thoughts when appropriate.
- Provides academic and nonacademic supports in the school setting, as appropriate, and within the reasonable limits of this job description.
- Seeks other appropriate assistance for the student(s), as needed.
- Participates in Individual Education Program (IEP) meetings or any other meetings involving the assigned students, when appropriate.
- Participates in student related activities, as needed.
- Assists staff members in understanding the needs of the student and the role of the Interpreter.
- Works collaboratively with co-workers and supervisors to ensure that the goals of the school/department are met.
- Presents in-service training to classroom/school personnel about the roles and responsibilities of the interpreter and/or deaf/heard of hearing related issues.
- Builds capacity with teachers/staff toward the goal of increasing interaction between deaf or hard of hearing students and their peers.
- Provides sign language support to classmates of the student who is deaf or hard of hearing.
- Provides information or referral information regarding Deaf community resources.
- Assists the deaf education teacher with clerical duties, hearing aid checks, etc.
- Interacts in a professional manner with administrators, teachers, staff, students, visitors or individuals and participate as an effective team member.
- Demonstrates flexibility within the educational community to ensure the needs of the students are being met.
- Performs other work related duties as assigned.

SALARY

Starting Salary for Interpreters ($33,554)
May increase with additional education and experience.
**REQUIREMENTS**

- High School Diploma or GED
- Sixty college credits beyond the high school diploma, preferred.
- Certificate in Interpreting, preferred.
- Coursework in signing.
- Demonstrated proficiency as an Interpreter.
- Knowledge of and experience with grants/restricted funding.
- Proficient in the use of Microsoft Office software programs.
- Excellent oral and written communication skills.

**HOW TO APPLY**

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

**DEADLINE**

Online employment applications will be accepted **until filled**.

The Harford County Public School System (HCPS) does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, genetic information, or disability in matters affecting employment or conditions of employment, or participation in or access to its programs, activities, or services. Inquiries related to the non-discrimination policy of the Board of Education of Harford County should be directed to the Manager of Equity and Cultural Proficiency, 410-809-6065.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**