



Human Resources Office

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www.hcps.org

February 11, 2025

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

INTERPRETER FOR THE DEAF AND HARD OF HEARING

Internal for HCPS Employees – Use this application to apply for ESY Programs

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

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

- Interprets/transliterates according to the specifications on the student's Individualized Education Program (IEP) or Section 504 plan, contributing to language, communication and access-related support to the student.
- Reviews and familiarizes with instructional materials and academic content in preparation for lesson objectives, including previewing textbooks, reviewing teacher lesson plans and/or electronic presentations and any additional classroom materials for effective interpretation.
- 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 adapting service delivery to the cognitive and maturational level of the student(s).
- Facilitates all student communication in the school environment, both in and out of classroom.
- Provides academic and nonacademic supports in the school setting, as appropriate, and within the reasonable limits of this job description.
- Supports students' right to self-advocacy and/or recognize the need and assist student with advocacy to create an environment that ensures visual access to materials and to interpreters' signing.
- Participates and maintains confidentiality in an Individual Education Program (IEP) or any other meetings involving the assigned students, as a team member, when appropriate.
- Participates in student related activities, as needed.
- Assists staff members in understanding the needs of the student and the role of the Educational Interpreter.
- Works collaboratively with classroom teacher, deaf educators, supervisor and school staff to ensure that the goals of the student, school and department are met.
- Collaborates with in-service training to classroom/school personnel about the roles and responsibilities of the educational interpreter and/or deaf/heard of hearing related issues.
- Engages in ongoing professional development that enhances both skills and theoretical knowledge within the role of educational interpreting.
- Builds capacity with teachers/staff toward the goal of increasing interaction between deaf or hard of hearing students and their peers.
- Collaborates with the Teacher of the Deaf and Hard of Hearing to support students and families with Deaf community resources.
- 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.

REQUIREMENTS

- Performs other work related duties as assigned.
- High School Diploma or GED
- Certificate in Interpreting
 - Has obtained an Educational Interpreter License, Provisional Educator Interpreter License or General Interpreter License issued by the State Board of Sign Language Interpreters
- 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 Employment Opportunities section of the HCPS website at 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. Apply by March 10, 2025 for immediate consideration.**

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](http://hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](http://hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE