

## Appendix C

### Job Posting – Sample

**Professional interpreters across Canada generally agree the term “interpreter” is the only appropriate title to be applied to qualified employees providing sign language or oral interpretation in educational settings.**

The primary function of the interpreter is to interpret between people who do not share a common language, such as the deaf and hard of hearing student(s) and their hearing peers, classroom teachers, parents, school staff and administration in the classroom, as well as school activities such as assemblies, field trips, teams, clubs and other educational experiences.

#### QUALIFICATIONS:

- Graduation from an ASL-English interpreting program
- Ability to establish and maintain effective working relationships and work collaboratively as a member of the educational team
- Strong interpersonal, organizational and communication skills
- Ability to establish trust and rapport with students and staff
- Knowledge of the basic aspects of children’s educational, physical, social and emotional development
- Understanding of language implications on the education of deaf and hard of hearing students and competency in adapting to various signing styles along the communication continuum
- Knowledge of the basic principles of educational practices, the function of support services, and the role of interpreters as part of an educational team
- Demonstrated commitment to professional development specific to interpreting
- Minimum 1 year of interpreting experience preferred
- Active membership in the Association of Visual Interpreters of Canada (AVLIC) and local affiliate chapter
- Bachelors degree an asset

#### DUTIES & RESPONSIBILITIES:

- Facilitate communication between the student, his/her hearing peers, the classroom teacher, school administration, parents and staff within the school environment by
  - providing interpreting services based on the communication as specified in the student’s individual education plan. Communication modalities may include a combination of ASL, contact signing and spoken language.
- Participate on the school’s educational team for d/Deaf and hard-of-hearing students by:
  - regularly consulting and collaborating with teachers
  - performing duties to support student achievement of the educational objectives
  - reviewing vocabulary and reinforcing specific concepts covered in class

- provide information about cultural and linguistic differences that may impact students' performance and behaviour
- Prepare for interpreting by becoming familiar with course information, technical language and teaching styles
- Educate students regarding the interpreting role by encouraging responsibility and independence
- Educate teachers and other staff regarding the interpreting role
- Interpret test questions and students' answers when necessary and student's signed answers into written English when required
- Adhere to school district performance standards, policies, practices and regulations
- Participate in interpreting specific professional development
- Maintain an Active membership with the provincial and the national interpreting organizations and abide by the AVLIC Code of Ethics and Guidelines for Professional Conduct