



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/1/2024

Advanced Interpreter for Deaf and Hard of Hearing

Pay Scale: B

Level: 13

FLSA Status: Non-Exempt

Job Family: Student Services

Primary Location: School-Based

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education Specialized Instruction, and Special Education Procedural Support.

Job Overview

Under the general supervision of the classroom teacher and school administrator, the interpreter/ interprets spoken information to the Deaf and Hard of Hearing students in the educational environment. The interpreter is responsible for voicing for students when necessary in similar situations. The educational environment includes classroom, field trip, assembly, extracurricular activities, and other educational sites that are deemed appropriate for student learning.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Acts as the facilitator of communication between Deaf and Hard of Hearing students, school staff, fellow students, and others, as appropriate
- Accurately voice interprets for Deaf and Hard of Hearing students
- Interprets the message faithfully, always conveying the content and spirit of the speaker, using the student's primary mode of communication within the educational setting, and all communication (i.e., lectures, classroom discussions, conversations, PA announcements, school assemblies, etc.)
- Respects confidentiality in all areas of interpreting assignments; maintains an appropriate interpreter– student relationship at all times
- Avoids advising, counseling, or interjecting personal opinions into the interpreted instruction or within the educational assignment
- Participates as an integral part of the educational team, consistently monitoring the student's comprehension of the interpreted material, clarifying the message by altering the interpretation to more appropriately match the child's language level if needed
- Learns signs for special vocabulary prior to need; conferences with student to discuss new signs for class related vocabulary
- Strives to maintain high professional standards in compliance with the Registry of Interpreters for the Deaf

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- Strives to further professional knowledge and skills through participation in workshops, classes, professional meetings, and interaction with professional colleagues
- Demonstrates knowledge of LCPS employment rules and regulations

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Experience

Experience as an educational interpreter

Licenses and Certifications

A valid A valid Virginia Quality Assurance Screening (VQAS) Level III or Level IV

A passing score on the Educational Interpreter Performance Assessment (EIPA) Written Test along with a minimum of a Level 3.5 on the EIPA Performance Test

Any other state qualification or national certification (excluding Certificate of Deaf Interpretation) recognized by the Virginia Department for the Deaf and Hard of hearing (VDDHH) as equivalent to or exceeding the VQAS Level III

VQAS Level II or EIPA 3.0 or above will be considered with the provision that a VQAS III or EIPA 3.5 be achieved within two years of hire

Knowledge, Skills and Abilities

- Ability to relate to children, teachers, and other school staff and work collaboratively to support students

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Administration Building 21000 Education Court Ashburn, VA 20148. (P) 571 252-1100 (Toll free) 888 204-1622

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.