

Title: Visual Language Interpreter  
Section: As Appointed  
Reports to: Principal and/or Delegate

**SUMMARY:**

Under the general supervision of the Principal, the Visual Language Interpreter will provide interpreting for deaf and hard of hearing students, classmates and educational staff in order to support students in their school activities and their Individual Education Plans. The Interpreter will also act, as required, as liaison to School or District staff, parents, social workers, school nurses and other allied professionals providing and receiving relevant student information.

**DUTIES:**

1. Accurately interpret information from spoken English to American Sign Language/English Sign Language/Sign Assisted Speech and American Sign Language/English Sign Language to spoken English delivering the intent, meaning and register of the speaker at a level that is commensurate with the grade level of the student as required.
1. Facilitate communication between deaf, hard of hearing and hearing students and staff by providing interpreting services in and out of the classroom, adjusting to the signing, educational, and communication levels required.
2. Interpret in educational situations such as classroom instruction, student-to-student dialogue, counselling sessions, tutorials, assemblies, parent/student meetings, field trips, and any other situations requiring communication
3. Prepare, as necessary, for interpreting in an educational setting by reviewing educational material, vocabulary, concepts, sentence structure and plan, as necessary for a variety of situations (e.g. non-closed captioned videos, field trips, school assembly presentations)
4. Participate in educational team meetings, including the development and review of progress on the Individual Education Plan, providing insight on the success of communication strategies with an appreciation of the confidential nature of all information relating to students, parents and staff.
6. Address auditory, perceptual, visual and memory disorders through augmentative communication.
7. Abide by the Association of Visual Language Interpreters of Canada(AVLIC)/ Westcoast Association of Visual Language Interpreters Code of Ethics using judgment and discretion.
8. Operate a personal computer and applications, scanner, FM equipment, and other augmentative communication devices for educational purposes as required.
9. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education – the applicant must have completed:

- Completion of a recognized Interpreter Training Program (ITP) or an equivalent combination of training and experience
- Demonstrated fluency and ability to interpret in American Sign Language/English Sign Language including the ability to adjust to the signing, educational, and communication levels that are consistent with the grade level of the student as required as evidenced through a screening committee comprised of representatives of school district professional(s), interpreting organizations and members of the deaf community.

Skills – the applicant must have

- An excellent command of the English language and ability to interpret same
- Physical ability to perform the duties and responsibilities of the job
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- Ability to work well with students and other adults
- Appreciation of the confidential nature of all information relating to pupils, parents and teachers.

Experience – the applicant must have

- More than 6 months experience at providing interpreting services.

Other – the applicant must

- Active membership in provincial and national associations of visual language interpreters (WAVLI, AVLIC) is a requirement.

**APPENDIX G**

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	72 – Visual Language Interpreter
LOCATION:	Schools
EFFECTIVE DATE:	April 5, 2019

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	6	4	3	5	4	5	2	2	3	3	4
Total Points	378										

RATING CLASSIFICATION: LEVEL	16
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