



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: staffmanagement@hcps.org

www.hcps.org

AN EQUAL OPPORTUNITY
EMPLOYER

June 3, 2024

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 Abingdon 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

These 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.
- 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 (\$31,558)

*Salary for the 2024-25 school year subject to change pending state and local funding

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 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**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools: Involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:410-375-0408) or Kenneth.Miller@hcps.org; Involving all other members of the school community, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:410-809-6087) or Renee.McGlothlin@hcps.org. Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit www.hcps.org.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE