



Human Resources Office

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VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

June 3, 2024

















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 HEARING IMPAIRED – ITINERANT Harford Academy

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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.

SALARY

- 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.

- This is a full-time ten-month position. Salary range based on the FY 2024-2025 HCEA-ESP Salary Schedule for Interpreter, Transliterator, and Braille Technician Personnel. Starting Salary: \$38,479– Maximum Earnings Potential \$61,896.
- Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA-ESP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Non-Exempt

TRAINING AND EXPERIENCE REQUIRED

- 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 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: \(hcps.org\)](#) 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: \(hcps.org\)](#) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE