DHH INTERPRETER SUPERVISOR

Position Summary

The job of the Interpreter Supervisor is to coordinate the Educational Interpreter program and services for students in the Deaf and Hard of Hearing program (K-21). This position also coordinates and ensures the provisions of appropriate assistive listening devices – FM systems, sound field systems, etc. for students in the Eugene School District who qualify for assistive listening devices. The DHH program is a countywide program where Educational Interpreters are assigned to support students in many of the Lane County School Districts. The primary purpose of the position is to ensure that effective and efficient interpreter services are provided to students across Lane County schools.

Supervisory Relationship

Under the supervision of the Student Services Department (SSD) administrative team.

Essential Functions

Program Management

1. Conduct hiring, evaluations and provide operational management of interpreter services to Lane County schools.
2. Schedule interpreters in the DHH program to support the communication needs of individual students, based upon their unique needs.
3. Locate and arrange for substitute interpreters for school sites.
4. Arrange for interpreter coverage of activities sponsored by school districts in Lane County such as sporting events, music, drama, clubs, etc.
5. Schedule, place and monitor interpreter interns during intern placements.
7. Act as consultant for hearing students using interpreter services.

Service Provision

1. Facilitate the continuum of services including consultation, interpreter support for IEP goals, interpretation, or referral to other agencies as needed.
2. Assess how students are using interpreter services in order to recommend staffing levels and to match appropriate interpreters with each student.
3. Consult with and advise Special Education Directors, Teachers of the Deaf and Hard of Hearing, classroom teachers and administrative staff to determine student and interpreter support service needs and to implement staffing solutions.
4. Provide on-site problem solving and technical assistance to Education Interpreters, teachers and administrators in Lane County.
5. Understand hearing loss and its effect on speech, language and cognitive development, and apply that knowledge to the work of supporting the staff, students and families of Lane County School Districts.

6. Provide instruction in the role and use of interpreter services and other support services to Educational Interpreters, teachers, students and families.

**DHH Assistive Technology**

1. Determine eligibility for assistive listening devices based on an eligibility and educational need. Recommend appropriate technologies to students, families and educational teams.
2. Work with students and staff to resolve any problems with assistive listening devices.
3. Provide verbal and/or in a written format, audiological information for staffing and in-service trainings.
4. Provide in-service trainings (formal or informal) for mainstream teachers and other support staff as appropriate, including suggestions for environmental modifications, preferential seating, communication, understanding the impact of hearing loss, and use of a hearing aid, sign language interpreter, or FM (as needed).
5. Maintain equipment inventory and tracking to ensure all equipment is in place throughout the school year.
6. Make appropriate and timely purchase requests to meet student and program needs.

**Recruitment and Hiring**

1. Work with Student Services Department (SSD) to establish, update and implement selection criteria and interview process.
2. Recruit applicants through professional contacts and visits to interpreter education programs, web sites targeting potential applicants and conference contacts.
3. Collaborate with administrators to interview and assess the technical knowledge and sign language and interpreting skills of applicants for regular and substitute interpreter positions. Collaborate with SSD administrators on hiring recommendations to Human Resources.

**Logistics**

1. Develop and/or maintain tracking systems to monitor interpreter costs to enable SSD to accurately bill Lane County School Districts, identify staffing and material needs and to assist SSD administrators with annual budgeting.
2. Assist SSD program administrator in the development of written procedures for the operations of the educational interpreter program.
3. Maintain assistive technology equipment inventory and tracking to ensure all equipment is in place for the school year.

**Required Knowledge, Skills and Abilities**

1. Ability to prioritize work and anticipate for unplanned events and emergencies.
2. Ability to communicate verbally and in writing with a diverse group of internal and external stakeholders.
3. Ability to supervise, train and coach staff.
4. Ability to manage multiple tasks.
5. Skilled in planning work assignments and directing small and large projects.
6. Ability to maintain a positive demeanor in the face of controversial situations.
7. Ability to maintain confidentiality at all times.
8. Skilled at managing multiple and competing priorities.
9. Ability to establish and maintain effective working relationships with persons within and outside the organization.

**Minimum Qualifications**

1. Bachelor’s degree in Interpreting, Deaf Education or related field with emphasis in Interpreting Education and Bilingual Education.
2. Able to perform all “examples of work performed” as outlined in the Interpreter I and II of the Deaf and Hard of Hearing Program job description.
3. Graduate of Interpreter Education or Teacher of the Deaf and Hard of Hearing Program preferred.
4. Demonstrated ability to communicate effectively with students in grades K-age 21, using English and American Sign Language.
5. Demonstrated ability to teach best practices in using interpreter services, FM technology and other support services in K-12 settings.
6. Ability to work varied hours to meet recruitment and scheduling needs. May include some summer hours as needed.
7. Demonstrates a working knowledge sufficient to do trouble shooting with hearing aids, cochlear implants, FM equipment and the interpretation of audiograms.
8. Knowledge of IDEA and Section 504 as it applies to providing access to services for students who are deaf or hard of hearing and their families.
9. Minimum three years’ experience coordinating or managing educational services preferred.
10. Oregon Teaching Certificate-Deaf and Hard of Hearing (DHH) preferred. Administrative license in combination with a DHH background will also be acceptable.

**Professional Requirements**

1. Maintain current knowledge of the profession, process theories and models of Sign Language/English interpretation.
2. Maintain membership in professional organization(s) (RID, ORID, NAD and/or CIT).
3. Participate in continuing professional development through college coursework, in-service activities, workshops, conferences and independent study.
4. Have obtained a minimum of a 4.0 on the EIPA assessment.

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