



ADMINISTRATIVE PROCEDURES

SUBJECT: Educational Interpreters Working with Hearing Impaired Students

Preamble:

The fundamental role of the Educational Interpreter is to facilitate communication between the Deaf/Hard of Hearing student and others.

The Educational Interpreter is a member of the school team and is required to relay information accurately and intelligibly to and from the hearing-impaired student and others as needed.

Role of the Special Education Co-ordinator:

- To assess the need for support staff for hearing-impaired students and make recommendations to the Superintendent of Education - Special Education.
- To liaise with the school staff, the Teacher of the Hearing Impaired, and the Educational Interpreter.
- To act as a resource to the Principal in matters relating to the Educational Interpreter.
- In consultation with the Principal, reassign the Educational Interpreter to alternative duties if their assigned student is ill or absent from school.

Role of the Principal:

- To provide the Educational Interpreter with pertinent information regarding school policies and procedures.
- To review expectations regarding hours of work with the Educational Interpreter.
- To provide supervision and guidance to the Educational Interpreter as a member of the school community.

Role of Educational Interpreter:

- The primary role of the interpreter is to transmit everything that is being communicated from the teacher, the student peers, and environmental stimuli (e.g., fire alarms, announcements, etc.). This includes signing spoken messages and voicing signed messages as needed.
- The interpreter may not speak on behalf of the student or the teacher, but should encourage both to speak to each other directly, while facilitating and assisting the communication.

- The Educational Interpreter may not take on any responsibilities of the classroom teacher at any time, including supervision of pupils or evaluation of student progress.
- The Educational Interpreter will maintain confidentiality regarding the students' grades and standing in the class. As a member of the educational team, the interpreter will have access to this information, however, the information is for use within case conferences only and must remain confidential within that setting.
- The Educational Interpreter, as a member of the school team, is required to become familiar with, and adhere to, school and Board policies and procedures.

Role of School Staff:

- Recognize that it is not appropriate to request the Educational Interpreter to perform any duties which may be deemed to be supervision.
- Provide the Educational Interpreter with relevant information about classroom program, routines, and expectations in order to assist the Interpreter in carrying out his or her duties.

Implementation Date: November 15, 2000

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Revised: June 3, 2019

Reference: Education Act