



**THE LEARNING CENTER  
FOR THE DEAF**  
INTERPRETING DEPARTMENT

**POSITION:** ASL INTERPRETER - CERTIFIED

**REQUIREMENTS:**

- A degree from an Interpreter Training Program, or have met the education requirements for RID certification is required
- Minimum of five years interpreting experience preferred
- MCDHH screening or equivalent required
- RID national certification preferred
- Must demonstrate sufficient linguistic fluency and cognitive flexibility to pass the TLC screening process
- Advanced cultural knowledge of the Deaf community and its resources is required
- Must be members in good standing with The Registry of Interpreters for the Deaf (RID)
- Use ethical judgment in making decisions in accordance to the RID code of professional conduct
- Prospective candidate must have the knowledge and experience to pass the Educational Interpreter Proficiency Assessment (EIPA), or to be eligible for a DESE waiver
- A valid driver's license and a clean driving record
- Ability to work both collaboratively and independently
- Knowledge of the Code of Professional Conduct for Interpreters required
- Knowledge of Deaf culture
- Appropriate use of spoken and written English including spelling, vocabulary, and grammar
- Strong Microsoft Office skills and proficient with Mac/Apple computers

**SUPERVISOR:** Director of Interpreting Services

**FUNCTIONS AND RESPONSIBILITIES:**

Interpreters will provide a variety of interpreting services at TLC in support of our educational mission.

Provide interpreting services for a variety of community clients.

Interpreting assignments can range from but are not limited to administrative meetings, student and parent conferences, educational mainstreaming, in-services, mental health situations, IEP/ISP meetings, guest lectures, field trips, performing arts, and formal ceremonies.

Interpreters will work with specialized interpreters such as CDI's, Deaf Blind, and Legal interpreters as appropriate.

Additional departmental duties related to the interpreting profession will be assigned, which may include but are not limited to mentoring interpreting students.

Maintain professional growth and certification through participation in RIDs Certificate Maintenance Program.

Participate in in-service and staff development activities, as appropriate.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TLC is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.