



American Sign Language (ASL) Interpreter for the Superintendent Job Description

Department: Mill Neck Manor School for the Deaf

Reports to: Superintendent

FLSA Status: Non-Exempted

Funding: 4201 Funding

Job Code: 610/290

Allocation: 100%

Terms of Employment: 12 Month

Work Hours: 40 Hour Work Week - Monday through Friday, some Weekends

Scope of Work:

Mill Neck Manor School for the Deaf seeks a dedicated and proficient American Sign Language (ASL) Interpreter to support our Superintendent and the school. This position requires a skilled ASL interpreter to facilitate effective communication for the Superintendent in various settings, such as meetings, presentations, Board meetings, and conferences. During non-interpreting sessions, the interpreter will perform tasks such as social media, newsletters, and developing the annual report for the community.

Duties and Responsibilities:

ASL Interpreter:

- Interpretation Services:
 - Provide accurate and efficient interpretation from ASL to English and vice versa during meetings, presentations, phone calls, Board meetings, and other interactions involving the Superintendent.
 - Provides assistance in interpreting needs for the school when available, such as IEPs, Parent Conferences, and facilitates communication for staff members.
 - Ensure clarity and comprehension in all interpreted communications.

- Confidentiality:
 - Maintain strict confidentiality of all interpreted communications and adhere to the ethical standards and guidelines set by the Registry of Interpreters for the Deaf (RID).

- Will perform other duties as assigned by the Superintendent.

Qualifications:

- Bachelor's degree in a relevant field (e.g., Deaf Studies, Interpreting) preferred.
- Certification by the Registry of Interpreters for the Deaf (RID) or equivalent certification.
- Minimum of 3 years of professional ASL interpreting experience, preferably in an educational or administrative setting.
- Excellent command of American Sign Language and English.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- High level of professionalism, integrity, and confidentiality.

Working Conditions:

- Full-time position based at Mill Neck Manor School for the Deaf.
- Some after-hours and weekend work may be required for community events and meetings.
- Travel with the Superintendent to various events as needed.

Application Process:

Interested candidates should submit a resume, cover letter, and proof of certification to career@millneck.org

Mill Neck Manor School for the Deaf is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

As a new employee, your performance will be evaluated at 3 months, 6 months, and 1 year and at 1-year intervals.

About Mill Neck Manor School for the Deaf:

Mill Neck Manor School for the Deaf is dedicated to providing a nurturing and supportive environment where Deaf and hard-of-hearing students can thrive academically, socially, and emotionally. Our mission is to empower our students with the skills and confidence needed to succeed in a diverse and changing world.

Mill Neck Manor School for the Deaf is a drug-free workplace and Equal Opportunity Employer/Protected Veterans/ Individuals with Disabilities.

Please view Equal Employment Opportunity Posters provided by the OFCCP at <https://www.dol.gov/agencies/ofccp/posters>