



## Programs of the Western Pennsylvania School for the Deaf

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**POSITION TITLE:**

Staff Interpreter (Part-Time)

**REPORTS TO:**

TBD

**LOCATION:**

Western Pennsylvania School for the Deaf  
300 E Swissvale Ave  
Pittsburgh, PA 15218

**POSITION OPENING:**

ASAP

**JOB**

**DESCRIPTION:**

This is a part-time, non-exempt position. Responsibilities include providing English-to-ASL and ASL-to-English interpreting services for students, staff, parents and visitors. Interprets in a number of different settings including but not limited to: mainstream classes, IEP meetings, field trips, in-service training, professional meetings, assemblies, conference calls, video conference meetings, community events, pre-recorded video contents, live videos. Works a flexible schedule depending on the need for interpreting services. When no interpreting assignments are scheduled, provide clerical support as assigned. May require travel to off-campus locations (possibly overnight and/or multiple days in a row).

**MINIMUM**

**QUALIFICATIONS:**

Bachelor's degree required. Interpreting certification (NIC, RID, or NAD). Interpreter registration with the PA Office for Deaf and Hard of Hearing (ODHH).

**SIGNING REQUIREMENTS:**

The Sign Language Proficiency Interview for the position is "Advanced." The minimum level accepted at hire is "Advanced."

**CLEARANCES REQUIRED:**

PA Criminal Background, PA Child Abuse, and FBI Clearance required.

**APPLICATION**

**PROCEDURE:**

Send letter of application and resume to:

Lauren Hayes  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
lhayes@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.

