

INTERPRETER AND TRANSLATOR

TRAINING

PHONE CALLS

- Usually requested to establish a meeting day/time with a family or to schedule an appointment for the student
- May require more than one attempt. Should be limited to two calls per request. If no one answers on the first attempt, leave a detailed message including:
 - Your name, why you are calling, the district name and when you will call again.
 - The second attempt, if no answer, should include the same information, but adding a district contact number.

PARENT MEETING

- Usually small group to discuss a variety of issues – student may or may not be present.
- Initial request sometimes may provide guidance on what the meeting is about.

OPEN HOUSE, CURRICULUM NIGHT, OR PARENT NIGHT

- Usually held evenings.
- Variety of activities can be involved, including conversation with district staff and other students/parents.
 - Casual conversations.

TESTING/SCREENING/EVALUATION FOR STUDENT

- Conducted with or without parent present.
- Various guidelines apply, depending on the nature of the activity.

INTAKE MEETING

- Formal meeting for entering student into an alternative educational program.
 - Parents are usually expected to attend, and several district staff will be present to present the program, establish guidelines and/or expectations, and a tour may be included to help the family see and understand.

LOCAL EXAM

- Various guidelines apply.
 - Testing is generally a midterm or final exam.
 - Assistance can be given regarding language, only.
 - Test question clarification is at the discretion of district staff.

ASK what is allowed ahead of the test session so there is no confusion regarding what form of assistance can be given to the student.

The students' test can be invalidated if proper procedures and rules are not followed!

REGENTS EXAM AND OTHER STATE TESTS

- Strictly regulated, secure exam.
- Timed exams (may include 1.5x or 2.0x time extensions).
- No assistance other than language interpretation can be given (i.e. no question or word clarification is allowed).

Proctor training may be required – provided by the district.

COMMITTEE FOR SPECIAL EDUCATION (CSE) MEETING

- Manages Individualized Education Plans (IEP) or 504 Plans for students to 'level the playing field' for students.
- Usually a large, formal group meeting to establish or review educational and/or testing accommodations for a student.
- Many professionals at the table offering input and suggestions to CSE chairperson.

SUPERINTENDENT'S HEARING

- Legal proceeding.
- Highly formal.
- Attorney's, parents, district hearing officer, witnesses, etc. may be present during the proceeding.
 - May be in two parts, depending on whether the student has an IEP or 504 Plan.
- May take an entire day to complete.

ASSIGNMENTS

- All travel distances are calculated from our main campus:
 - 41 O'Connor Road
 - Fairport, NY 14450
- **WE DO NOT PAY MILEAGE!**
 - However, you may be entitled to travel time.
- Not all trips include extra pay for travel time. Please ask before accepting an assignment.