

## ***Interpreter Protocol***

If your building has a district approved Spanish Language Interpreter, you may use this person during regular work hours with administrator approval.

If you need an interpreter complete the Interpreter Request form (regardless of language needed) and send to the Curriculum Office.

### **Tiers of service for interpreting:**

- ☐ Tier I - General communication including phone calls, attendance meetings, explaining a process or giving directions, inviting parents to a meeting (including a SPED meeting), Open House or general parent nights.
- ☐ Tier II: Parent-Teacher Conferences, Suspension meetings, meetings that include law enforcement, formal, yet low-difficulty, presentations to parents at evening events (i.e. On topics that fall with the typical educational domain)
- ☐ Tier III: Expulsion hearings and other meetings of a legal nature, formal, high-difficulty presentation to community members (i.e. on topics that fall outside of the typical educational domain, including budget presentation, or simultaneous interpretations tasks), initial eligibility, annual IEP and triennial meetings for SPED

Employees can take Introduction to Interpreting and Intermediate Interpreting through the SOESD. GPSD7 will cover the cost of the training. The employee must pass either class with an OPIC score in English and Spanish of Advanced Low, Advanced Mid, Advanced High, or Superior and an overall grade of 80 or better.

Tier I services are provided by D7 staff as part of their regular job description. No additional compensation is made for this level of service. If the services extend beyond the employees contracted work schedule, classified will be paid at their regular hourly rate and certified will be paid at curriculum rate.

For Tier II and III interpreting, classified employees will receive \$27 per hour for interpreting per the classified contract (whether during or outside regular contract hours). The employee may choose to take pay or trade time for the hours spent in interpreting. For certified employees, pay will be regular rate of pay during regular work hours and \$27 per hour outside of regular work hours.

**\*If this interpreting is during regular contract hours, subtract that time from the building time sheet and submit it on the Interpretation Request Form.**

**Interpreters must be approved by the Title III Director. D7 interpreters for Tier I, Tier II AND Tier III include** (home sites are listed but are available district wide for interpreting):

- ✓ Marisol Espinoza - Redwood
- ✓ Melissa Andrews - Lincoln
- ✓ Marlene Diego - DO
- ✓ Jorge Padilla – Redwood, Lincoln
- ✓ Lesly Eslama-Cruz – North & Grants Pass High School
- ✓ Kristina Murillo– Grants Pass High School
- ✓ Jenifer Torres-Brown – South Middle School
- ✓ Julian Cubillos – IS Services @ DO
- ✓ Arturo Ville - GPHS
- ✓ Emily Batdorf – GPHS

## ***Interpretation Request Form***

Meeting Date/s: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_ **OR**

If for conferences total time: \_\_\_\_\_

**INTERPRETERS DO NOT MARK TIME SPENT INTERPRETING FOR TIER I OR II MEETINGS ON REGULAR TIME SHEET**

Student name if applicable: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Language Required: \_\_\_\_\_

Requested by: \_\_\_\_\_

Interpreter is already scheduled: YES NO

If scheduled, name of Confirmed Interpreter: \_\_\_\_\_

What level of service best describes your need? Choose one:

- ☐ Tier I - General communication including phone calls, attendance meetings, explaining a process or giving directions, inviting parents to a meeting (including a SPED meeting), Open House or general parent nights.
- ☐ Tier II: Parent-Teacher Conferences, Suspension meetings, meetings that include law enforcement, formal, yet low-difficulty, presentations to parents at evening events (i.e. On topics that fall with the typical educational domain)
- ☐ Tier III: Expulsion hearings and other meetings of a legal nature, formal, high-difficulty presentation to community members (i.e. on topics that fall outside of the typical educational domain, including budget presentation, or simultaneous interpretations tasks), initial eligibility, annual IEP and triennial meetings for SPED

Details of Interpreting Request (i.e. parent meeting, IEP meeting, parent night, etc.):

**ADMINISTRATOR APPROVAL SIGNATURE:** \_\_\_\_\_

***For Office Use Only*** Interpreter Scheduled \_\_\_\_\_

