

Job Opening Announcement & Job Description



ASL Interpreter/Tutor

Supervisor: Managing Director of Special Services

Division: Student Success & Learning-Special Education
Location/Assignment: Chelan, Douglas, Okanogan & Grant Counties

Salary Range: \$49,849.00 - \$59,255.00 (level 1)
\$52,352.00 - \$62,230.00 (level 2)

*Salary based on 185-day position
Salary range dependent upon experience and expertise*

Benefits:

Insurance benefits - Through the WA State [HCA SEBB](#) program, includes medical, dental, vision, life, & LTD (if hired for more than 79 days)

Retirement - Through the WA State [Department of Retirement Systems \(DRS\)](#)

Sick leave - accrued at 8 hours per month

Personal leave - 3 days per year

[Additional Benefit Information](#)

Conditions of work:

- 185 days per year
- 8 hours per day
- Non-exempt position

General Description:

This position is a rare opportunity to join an exciting team. The regional North Central Educational Service District 171 (NCESD ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the ASL Interpreter/Tutor for 29 School Districts within our NCESD region. This position provides services to individual students with hearing loss in school and home environments, in addition to consultations with school staff. This opportunity is somewhat hybrid depending on students' needs and district locations, and is based in Wenatchee, Washington.

Qualifications:

Required:

- Minimum 4.0 score on the Educational Interpreter Performance Assessment (EIPA) and the EIPA written test with a passing score, or National Interpreter Certification from the Registry of Interpreters for the Deaf (RID) and the EIPA written test with a passing score
- Current WA State Teaching Certificate or Staff Associate (ESA), or the ability to obtain
- Knowledge of deaf culture; working with educational techniques for deaf or hard of hearing students; audiological equipment; developmental disabilities; language development; behavior management techniques and K-12 academic knowledge
- Ability to gather, collate, and/or classify data, use job-related equipment
- Ability to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, establish and maintain cooperative working relationships with students, parents, and other district personnel, work independently, and maintain confidentiality
- Valid Washington State Driver's License and ability to commute regularly within the NCESD region
- Ability to effectively plan and organize service delivery
- Demonstrates a high level of competence in written (computer) and oral communications
- Experience in basic computer skills (word processing, e-mail, data entry)
- Ability to maintain confidentiality and professional boundaries
- Ability to collaborate effectively with students, families, teachers, special education staff, and other service providers

Preferred:

- Educational interpreting experience
- Experience working with students who are Deaf or Hard of Hearing and/or students with additional disabilities
- Knowledge of IEPs, special education procedures, and educational terminology
- Experience providing services across multiple school settings

Skills, Knowledge, and/or Abilities:

- Ability to work independently under broad organizational guidelines to achieve objectives
- Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team
- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships
- Demonstrated excellent verbal and written communication skills
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days

Timeline:

Position opens October 2, 2026

Position open until filled; first screen after 12 pm on October 16, 2026

Screening & Interviews as soon as possible

Position begins October 2026

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Job Responsibilities:

- Provide accurate and effective ASL/English interpreting services to eligible students in accordance with their IEPs and educational needs
- Assist NCESD in recruiting supporting educational interpreters in districts NCESD supports
- Interprets information, lectures, discussions, classroom activities, etc., for the purpose of conveying the classroom teacher's instructions and intent to hard of hearing and deaf students
- Modifies curriculum and classroom materials under the supervision of assigned teacher for the purpose of meeting the needs of deaf or hard of hearing students
- Collaborate with teachers and other staff involved with the student's program regarding communication access and accommodations
- Tutor hard of hearing and deaf students in a variety of subjects for the purpose of assisting and/or supplementing daily classroom activities for students
- Provide services at one or multiple school locations based on student enrollment, schedules, and service needs
- Adjust service schedules and locations as student needs and assignments change
- Utilize remote interpreting services when appropriate and consistent with the student's educational program and IEP
- Maintain appropriate records and documentation related to interpreting services
- Maintain confidentiality of student information and educational records
- Participate in IEP meetings, team meetings, and other activities as appropriate to the assignment
- Provide support to the deaf and/or hard of hearing student for the purpose of facilitating communication and/or reinforcing classroom objectives
- Adheres to the ethical standards and professional code of conduct applicable to ASL interpreting
- Maintain current credentials and professional development requirements
- Performs related para-educator duties for the purpose of meeting individual needs of students (i.e., instructional, behavioral, and physical needs)
- Performs other duties as assigned by the Managing Director of Special Services.

Professional Growth and Responsibilities:

- Meets or exceeds performance expectations in the following areas:
 - Lead, Serve, and Support
 - Team Work
 - Problem Solving
 - Communication
 - Adaptability
 - Critical Thinking
 - Time Management
 - Interpersonal
 - Attendance
- Supports, implements, and abides by the NCESD and partnering agencies' policies, regulations, procedures, and administrative directives; demonstrates loyalty to the NCESD and other administrators
- Deals with obstacles and constraints positively
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties

- Seeks and takes advantage of opportunities for professional growth
- Maintains dress and appearance appropriate to a professional work setting
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end; If work is found to be unsatisfactory, the employee is subject to termination
- Other duties as assigned by the Managing Director of Special Services, Executive Director of Student Success and Learning, Assistant Superintendent, or the Superintendent

Physical Demands

- Frequent travel within the NCESD region; Some overnight travel may be required
- Extended or flexible hours as necessary
- Sitting for extended periods of time may be required; Lifts and carries a maximum of 40 pounds; Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position online only. To access our online application, please click the link below.

All completed packets must be submitted online and include:

- Resume
- Cover Letter
- Three Professional References
- Washington State Sexual Misconduct Disclosure Release

[Click here to apply](#)