

# SOESD

## INTERPRETATION - Roles and Responsibilities

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### Role of the Educational Interpreter

- *The Interpreter is the Voice, the Facilitator of Communication.*
- *Interpreters should speak in the first person.*
- *Interpreters strive to maintain the same register as the source language.*

➤ **Confidentiality**

Interpreters must treat all information learned during the interpretation as confidential. The goal is to “render the message faithfully, always conveying the content and spirit of the speaker.”

➤ **Accuracy: Conveying the Content and Spirit of What Is Said**

Interpreters must transmit the message in a thorough and faithful manner, giving consideration to linguistic variations in both languages and conveying the tone and spirit of the original message. A word-for-word interpretation may not convey the intended idea.

➤ **Completeness: Conveying Everything That Is Said**

Interpreters must interpret everything that is said by all people in the interaction, without omitting, adding, condensing or changing anything.

➤ **Impartiality**

An interpreter's function is to facilitate communication. Interpreters are not responsible for what is said by anyone for whom they are interpreting. Interpreters should be impartial, unbiased.

➤ **Refraining from Counseling/Advising**

Interpreters should not participate in any discussions or activities during/after the assignment.

➤ **Professionalism**

Interpreters should be punctual, prepared and dressed in an appropriate manner. Interpreters shall conduct themselves in a dignified, professional manner at all times.

**Procedure**

**Pre-session** – Interpreters should give a short pre-session. They should begin by introducing themselves (name, title), defining their role as interpreters, including confidentiality, interpreting everything said, and speaking in the first person.

**Seating arrangement** – Interpreters should position themselves in the most unobtrusive way.

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### Role of the Provider (Teacher, Counselors, Administrators)

- Ahead of time, provide the interpreter with outlines, scripts, notes, copies of speeches, or other material that helps them prepare for the assignment.
  - Advise everyone in the meeting of the presence and role of an interpreter.
  - Instruct all participants to speak loudly and clearly and allow only one person to speak at a time. Do not engage in side conversations with other people while the interpreter is speaking to the parents.
  - Allow the interpreter to converse briefly with non-English speakers to ensure understanding of accents, dialects, or pronunciations.
  - Remember that interpreters speak in the first person.
  - Pause after a short segment to give the interpreter time to interpret everything said.
  - Ask non-English speakers if they understand what is being said through the interpreter. Instruct non-English speakers to interrupt or raise a hand if they do not understand something.
  - Speak directly to the party or parent, not to interpreters.
  - Do not ask interpreters to explain or restate anything said by the party.
  - Advise interpreters to notify the provider when breaks are needed to prevent mental fatigue. If the proceeding will last longer than two hours, require the presence of two interpreters who can alternate as needed.
  - Use an interpreter. Children do not make good interpreters (this includes teenage siblings). Use interpreters even when parents speak some English to ensure the complete message is being understood.
  - Treat each person equally with dignity and respect regardless of race, color, gender, religion, nationality, political persuasion or lifestyle choice.
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### **Role of the Non-English Speaker (Parent, Guardian, Foster Parent, Grandparent)**

- Understand the role of the interpreter. The interpreter is a NEUTRAL party who is present ONLY to interpret and facilitate communication. The interpreter will interpret only what is said without ADDING, OMITTING, or SUMMARIZING anything.
- Avoid saying anything not intended for everyone to hear. The interpreter will communicate everything said in either language.
- When speaking, please speak directly to the provider.
- Do not ask the interpreter for advice.
- Ask the provider directly to repeat or clarify what is said; do not ask the interpreter for clarification or repetition.
- Tell the provider directly if you need a question or answer repeated.
- Wait until the entire statement has been interpreted before answering.
- Remember that interpreters are not language brokers. This means that interpreters are not tutors, advocates, or surrogate parents.<sup>1</sup>

### **El papel de la persona que no habla inglés (padre, tutor, padre de crianza, abuelo)**

- Comprenda el papel del intérprete. El intérprete es NEUTRAL y está presente SOLAMENTE para interpretar y facilitar la comunicación. El intérprete interpretará solamente lo que se diga sin AGREGAR, OMITIR o RESUMIR nada.
- Evite decir algo que usted no desee comunicar a todos. El intérprete comunicará todo lo que se diga en cualquiera de los idiomas.
- Al hablar, hágalo directamente al proveedor.
- No le pida consejo al intérprete.
- Pídale al proveedor directamente que repita o aclare lo que ha dicho; no le pida al intérprete repetición o aclaración.
- Pídale al proveedor directamente si usted necesita que se le repita una pregunta o una respuesta.
- Espere a que todo el enunciado se haya interpretado antes de que usted conteste.
- Recuerde que los intérpretes no son agentes del idioma. Esto significa que los intérpretes no son tutores, defensores o padres sustitutos.<sup>1</sup>

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<sup>1</sup> Interpreters are not tutors, they do not teach about certain activities and skills. Interpreters are not advocates. Advocacy extends beyond interpretation and translation, and includes intervention, mediation, and advocacy on behalf of the parents and family in various situations including financial and legal difficulties. Lastly, interpreters are not surrogate parents, i.e. baby sitters.

<sup>1</sup> Los intérpretes no son tutores, no dan clases sobre ciertas actividades y habilidades. Los intérpretes no son abogados. La asesoría se extiende más allá de la interpretación y la traducción e incluye intervención, mediación y defensa a favor de los padres y familia en varias situaciones incluyendo dificultades financieras y legales. Finalmente, los intérpretes no son padres sustitutos, p.ej. niños.

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