

Suggestions for Interpreter Policy Manual

- Job Description
- Language Policy Requirements
- Orientation and Continuing Education Requirements
- Interpreter Role in IEP Meetings
- Evaluations (Who, when, how often, ect. Plus evaluation forms)
- Substitute Information
- Interpreter Need – After Hours
- Credentials Requirements
- Responsibility Guidelines
- Inverted Pyramid of Responsibility
- Dress Code (classroom and other activities)
- Chain of Command
- Code of Ethics and modifications
- Pay Scale and information
- Others involved and contact information (audiologist, deaf ed. Teacher, ect.)
- FERPA Policy
- Resources- Websites and other tools
- Unification for interpreters in the area