



BEST PRACTICES FOR INTERPRETERS AND TRANSLATORS IN EDUCATION



For the School Staff

- Schedule the interpreter with at least 48 hours advance notice.
- Provide any relevant information to the interpreter prior to the meeting.
- Speak slowly and clearly.
- The interpreter may ask for a break, if needed.
- The interpreter may ask for clarification of the source message from the parent, school personnel, or other team members.
- The interpreter should not offer advice to school personnel, parent, student, or other individuals in attendance.
- The interpreter should not omit, nor embellish or summarize.
- The interpreter should interpret everything that the interpreter hears and not alter the register (foul language, repetitive wording, side conversations, etc.).

For the Interpreter

- Dress and present yourself in a professional manner at all times.
- Review any information received regarding the meeting and come prepared.
- Bring a pen, pencil, writing pad/notebook, water and a small snack to every assignment.
- Wear only one "hat" at a time. The interpreter interprets.
- All meeting information is and shall remain confidential.
- The interpreter should alert parties of any cultural misunderstandings; know when and how to intervene or if mediation is necessary.
- The interpreter should be aware of slang or words that carry different meanings depending on the country, region, or even between generations.

Remote Interpreting

- Remote interpreting involves at least one interpreter who is not physically present with other participants and using a remote platform (i.e., Zoom, Google Meet, Webex, etc.).
- Ensure the correct login information is received and sent prior to the start of the meeting.
- Select a quiet, well-lit room to interpret.
- Use an interpreting headset, preferably, for better sound.
- Review best practices prior to start of the meeting (i.e., camera on or off, sound check, speak slowly and clearly, etc.).
- Discuss with team whether simultaneous feature will be used; if consecutive, please follow guidelines for best practices.



In-Person Interpreting

- Plan your trip and give yourself an extra 20 minutes to account for parking and walking to the location.
- Introduce yourself as the interpreter and explain the guidelines on what to do when an interpreter is present (i.e., speak slowly and clearly, avoid side conversations, breaks needed, etc.).
- Sit next to or slightly behind the parent (if a parent meeting) or near the speaker (if a conference).
- If using equipment, set up prior and make sure all equipment is working and charged.
- Do not add or omit anything and interpret everything that is said.

Hybrid

For further details, visit us at <https://ocde.us>

