

Louisiana Commission for the Deaf Mentors Job Description

Purpose:

The Louisiana Commission for the Deaf (LCD) mission is to engage, empower, and enrich the lives and opportunities of individuals who are d/Deaf, DeafBlind and Hard of Hearing (DDBHH). To help fulfill this mission, it is important for sign language interpreters across the state of Louisiana to possess the necessary knowledge and skills to provide high-quality sign language interpreting services on behalf of the DDBHH community.

The Louisiana Commission for the Deaf recognizes that sign language interpreters need support to acquire the knowledge and skills needed to fulfill their essential role in facilitating communication access. Through the development of a robust interpreter mentorship system, the Louisiana Commission for the Deaf aims to increase the quality and quantity of sign language interpreters working in Louisiana.

Program Goals

The goal of the Interpreter Mentorship Program is:

- To provide support and resources for the professional development of sign language interpreters working in the state of Louisiana
- To support the skills enhancement a sign language interpreters must possess to become highly-qualified and certified.
- To provide opportunities that supports the recruitment and retention of sign language interpreters in Louisiana
- To promote communication access through high quality sign language interpreting services for all individuals who are d/Deaf, DeafBlind, and Hard of Hearing and use sign language to communicate.

Benefits of Becoming a Louisiana Commission for the Deaf Mentor:

As a Louisiana Commission for the Deaf Mentor, you will:

- Contribute to the profession by passing down knowledge and resources to the next generation of sign language interpreters
- Enjoy a flexible schedule
- Receive a monthly stipend
- Access continuing education (CEU) opportunities at no cost
- Help shape the mentorship program based on your expertise and experience.

Types of Mentorship Roles:

- **1:1 Coaching Mentor**—Provides direct mentorship to sign language interpreters working in community or PreK-12 educational settings.
- **Job Shadowing and College Intern Mentor (Piloting)**—Supports interpreters participating in job shadowing and internship programs in community and PreK-12 educational settings.

Job Description:

An interpreter mentor for the Louisiana Commission for the Deaf provides professional mentoring services to sign language interpreters in Louisiana. Mentors play a crucial role in helping interpreters develop their knowledge and skills to achieve certification.

The interpreter mentor must demonstrate:

- Effective communication in both sign language and English.
- Strong leadership skills.
- Adherence to professional standards, best practices, and ethical codes outlined by the National Association of the Deaf (NAD), the Registry of Interpreters for the Deaf (RID), and/or the National Association of Interpreters in Education (NAIE).
- The ability to foster a trusting and positive mentorship relationship through consistent, transparent, and honest communication.
- A commitment to addressing and resolving conflicts professionally.

Mentoring Services 100%

- Provide one-on-one professional mentoring/coaching to interpreters utilizing the Louisiana Commission for the Deaf mentorship curriculum and resources, which is foundationally based on principles of self-assessment.
- Serve as a role model in interpreting professionalism, adhering to the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct and the National Association of Interpreters in Education (NAIE) Code of Ethics.
- Serve as a technical coach and mentor, resource and support person.
- Offer a safe and supportive learning environment where mentees can make mistakes, reflect, and grow.
- Guide mentees in navigating their career paths within the interpreting profession.
- Maintain a professional rapport that does not intrude on the mentee's personal life.
- Maintain confidentiality at all times by keeping information shared through the mentoring relationship private to foster a safe learning environment

- Dedicate time, energy, and attention to mentees and the mentorship program.
- Submit monthly mentor reflections.
- With the support of Louisiana Commission for the Deaf staff, conduct intake assessments and establish individualized goals, objectives, and strategies with each mentee.
- Offer constructive feedback and unbiased critiques, while encouraging mentees to take risks in their professional growth.
- Document mentee progress using the Louisiana Commission for the Deaf's online system in accordance with reporting requirements.
- Collaborate with the Louisiana Commission for the Deaf's program staff to facilitate professional development opportunities and peer mentoring sessions.
- Participate in feedback to the Louisiana Commission for the Deaf about your experience.

Mentor Qualifications

- Valid Registry of Interpreters for the Deaf (RID) certification, or Board for Evaluation of Interpreters (BEI) Advanced or higher
- A minimum score of 4.0 on the Educational Interpreter Performance Assessment (EIPA) and a passing score on the EIPA Written Knowledge Exam (for PreK-12 educational mentoring only).
- Associate Degree or higher; experiential credit may be accepted
- Minimum of 5-7 years of documented professional interpreting experience
- Excellent time management skills
- Excellent organization skills
- Superior level of communication skills
- Adherence to professional standards, best practices and codes of professional conduct as prescribed by the National Association of the Deaf (NAD), the Registry of Interpreters for the Deaf (RID) and/or the National Association of Interpreters in Education (NAIE) Code of Ethics

Mentor Preferred Professional Requirements

- Bachelor's Degree or higher in American Sign Language interpreting or a related field
- Formal mentoring or coaching experience

Mentor Stipend & Commitment

Mentors will receive a flat rate of \$215 per mentee/per month. A max of three mentees may be allowed per mentor. The monthly stipend shall not exceed \$645 per month. Benefits are not included.

- A 12 month commitment is required.
- Commit to supporting up to three mentees/participants over the course of 12 months, depending on the number of participants.
- Mentoring activities will be scheduled based on the availability and needs of both mentees and mentors.
- Participation in peer mentoring sessions with the Louisiana Commission for the Deaf's lead mentor is required.
- Expect a minimum commitment of eight hours per month for each mentee.
- Availability during normal business hours, as well as weekends or evenings, may be required, depending on the schedule of the mentee.
- Completion of an initial mentor training is mandatory prior to being paired with a mentee. The Louisiana Commission for the Deaf will provide this training.
- This role includes paid professional development and continuing education unit (CEU) opportunities relevant to the current position, if applicable.
- Eligible for travel reimbursement in accordance with [Louisiana State PPM49](#).