

Job Description

Job Summary:

The role of the study group facilitator is to support sign language interpreters through structured study group sessions designed to build content knowledge, strengthen test-taking strategies, and increase confidence in preparation for the Educational Interpreter Performance Assessment (EIPA) Written Exam or the Center for the Assessment of Sign Language Interpretation (CASLI) Generalist Knowledge Exam.

The facilitators must demonstrate:

- Strong leadership and communication skills in both sign language and English
- 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).
- Ability to foster a positive, trusting study group environment
- Effective communication in both sign language and English
- The ability to foster a trusting and positive mentorship relationship through consistent, transparent, and honest communication
- A commitment to addressing and resolving conflicts professionally

Types of Study Groups:

- EIPA Written Exam
- CASLI General Knowledge and Ethics Exam

Study Group Facilitator 100%

- Lead and facilitate a small group of interpreters to prepare participants scheduled to take their EIPA Written or CASLI Generalist Knowledge exam through group discussion and activities
- 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 subject matter expert, resource and support person
- Offer a safe and supportive learning environment where participants can make mistakes and reflect and grow
- Guide participants in navigating their career paths within the interpreting profession
- Maintain a professional rapport that does not intrude on the participants' personal life

- Maintain confidentiality at all times by keeping information shared through each study group session private to foster a safe learning environment
- Dedicate time, energy, and attention to participants and the mentorship program
- Submit monthly facilitator monthly reports
- Maintain accurate participants attendance records each week
- Participate in feedback to the Louisiana Commission for the Deaf about your experience

Facilitator Commitment

- Prepare and facilitate weekly one hour sessions
- Submit monthly reports to the Louisiana Commission for the Deaf on topics discussed
- Three month commitment is required for the duration of the study group cycle. Cycle options include:
 - October 1 – December, 31, 2025
 - January 1 – March 31, 2026
 - April 1 – June 30, 2026
- Minimum six hours per month includes:
 - Weekly one hour facilitated sessions
 - Preparation and administrative time

Facilitator Qualifications

- CASLI Facilitator: Valid Registry of Interpreters for the Deaf (RID) certification
- EIPA Facilitator: A minimum score of 4.0 on the Educational Interpreter Performance Assessment (EIPA) and a passing score on the EIPA Written Knowledge Exam
- Minimum of five years of interpreting experience post certification or credentialing
- Experience in formal facilitation of educational content, including preparing lessons is preferred

Paid Stipend:

Flat rate of \$300 per month