



JUDITH T. WON PAT, Ed.D.
Acting Superintendent of
Education

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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KATHERINE M.P. ADA
Personnel Services Administrator

March 06, 2026

To establish a list for the position of

EDUCATIONAL INTERPRETER I (3.494)

ANNOUNCEMENT NO. HRD-042-2026

Open: March 06, 2026 Close: March 19, 2026

2023 GENERAL PAY PLAN (GPP)

OPEN: H-1; 32,355 per annum - H-10; \$44,417 per annum

PROMOTION: H-1; \$32,355 per annum - H-18; \$57,026 per annum

Employment Type: **Probationary/Permanent Appointment**

Appointment Location: **SPECIAL EDUCATION**

Funding: **Federal**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years and six (6) months of progressively responsible work experience or equivalent in the application of interpreting/transliterating services to persons who are deaf or hard-of-hearing; completion of 15 semester credit hours (SCH) of American Sign Language (ASL) credits from an accredited institution of higher education; and graduation from High School or completion of a General Education Development (GED) Test; or
- B) Two (2) years of progressively responsible work experience or equivalent in the application of interpreting/transliterating services to persons who are deaf or hard-of-hearing; completion of a Certificate Program in American Sign language (ASL) from an accredited institution of higher education; and graduation from High School or completion of a General Education Development (GED) Test; and
- C) Successful completion of a standardized assessment from a recognized Interpreter Certification Agency/Organization (e.g., Boystown, National Association of the Deaf, etc.) or successful completion of a performance evaluation assessment from an accredited or recognized sign language program (e.g., Guam Community College, University of Hawaii, etc.).

MINIMUM EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is entry level sign language educational interpreting work. Employees in this class perform in a developing capacity with increased responsibility for performing a range of educational interpreting assignments. Facilitates communication between deaf, hard-of-hearing and hearing students and staff, by providing sign language interpreting services in academic and extracurricular activities.

Performs duties under the observation of the senior or lead interpreter and/or the direct supervision of the classroom teacher or an administrator.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Provides sign-to-voice and voice-to-sign interpreting for students who are deaf/hard-of-hearing in the various settings of the school environment, to include:

- general education classes, Individualized Educational meetings, meetings with parents, counselors, and administrators;
- general socialization situations while at the library, on fieldtrips, extracurricular or related activities; and team interpreting.

Prepares for classroom work through planning/organization of course materials (familiarity with lesson plans, course content, technical signs, etc.) and consultation with faculty, student, and the educational team as appropriate; obtains or acquires instructional materials with teacher guidance; researches and understands terminology used in an educational setting.

Assesses language of students/consumers and determines linguistic equivalence to determine type of interpretation; evaluates effectiveness of interpretation based on feedback and adjusts interpretation accordingly in order to maintain effective communications.

Reinforces lessons previously taught by the teacher one-on-one with the individual student; monitors deaf/hard of hearing student's behavior in the classroom; assists teacher in the implementation of behavior plans.

Consults and maintains regular contact with faculty and students to establish rapport and explain interpreting services; attends staff/component meetings and maintains communications with other staff members for quality and consistent service; assists in developing and maintaining resources for the deaf and hard of hearing student population; develops and maintains cooperative working relationships within a diverse multicultural environment.

Maintains records of interpreter activity; completes daily activity logs and other documentation as required.

Supports departmental and division-wide quality improvement efforts and projects; engages in professional development efforts.

Abides by the professional standards as delineated in the Educational Interpreter Performance Assessment (EIPA) Guidelines of Professional Conduct and in accordance with applicable local laws, rules and regulations, policies and procedures.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of American Sign Language interpreting.

Knowledge of the procedures, strategies and methods of interpretation and transliteration for facilitating effective unobstructed communications with deaf and hard-of-hearing persons.

Knowledge of the Educational Interpreter Performance Assessment (EIPA) Guidelines of Professional Conduct or equivalent local standards.

Skill in signing and interpreting utilizing correct usage of grammar and vocabulary of English and in such a manner that the meaning is conveyed accurately (no editing, summarizing, adding meaning, or omitting information).

Ability to provide communication access in situations where multiple persons are being served at the same time.

Ability to work effectively with the public and to interact professionally and cooperatively with other employees.

Ability to communicate effectively, orally and in writing, and with a diverse population of individuals.

Ability to maintain records and prepare reports.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position with the Division of SPED. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications can be obtained online www.gdoe.net **HR Forms** or at the GDOE Human Resources Division located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up **until Thursday, March 19, 2026** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of GDOE employment applications -one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given.

Under this job announcement, you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirement of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or email humanresources@gdoe.net.



KATHERINE M.P. ADA
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