

## Tips for Working with an Interpreter

1. Introduce the interpreter to the team.
2. Talk directly to the parents, not to the interpreter.
3. Allow the interpreter to sit next to the parents.
4. Only one staff member or individual should speak at a time.
5. Speak with your typical volume, tone and pacing (try to avoid talking louder than usual, rushing through the information, or robotic speech). The interpreter will let you know if they need you to slow down or repeat something.
6. If possible, avoid reading long sections of the document out loud, (we tend to read faster than we speak). If reading a document, read slowly and provide a copy of it to the interpreter so that they can follow along.
7. Avoid side conversations that are not relevant to the issue at hand. Interpreters are obligated to interpret everything that is said or heard in the meeting space.
8. Be mindful of using acronyms, professional jargon, and names/titles without context. The interpreter may need you to clarify or provide more information.
9. We strongly recommend that teams use only English and allow the interpreter to interpret everything that is said into the target language for the parents. Be mindful of code switching because it interferes with the flow of interpretation.
10. An interpreter is a bridge between two groups and should not be considered a source of general information about the school or district matters.