

WORKING EFFECTIVELY WITH INTERPRETERS CHECKLISTS

BEFORE THE MEETING:

- Plan enough time! Ensure families, participants & interpreters can be present for entire meeting
- Call a parent/client with interpreter to schedule/confirm meeting date/time
 - Written letters should be translated into appropriate language of the parent/client
- Share information with the interpreter regarding:
 - Purpose of the meeting / subject matter
 - Number of participants involved and their roles in the meeting
 - Any anticipated challenges (e.g. potential conflict, etc...)
 - Common terminologies/acronyms used
- Ask interpreter about their experience interpreting terminologies related to disability/Special Education
- Arrange seating: a parent/client should have direct eye contact with professional, not with interpreter
- Ask interpreter how they would like to communicate professional(s) to:
 - Slow down
 - Stop
 - Define terms for interpreter/a parent / a client

DURING THE MEETING:

- Speak in short sentences and pause to allow the interpreter to finish their sentence
- Allow time for a parent/client to process critical information
- Avoid talking over each other—no side conversations
- Read body language of a parent/client, rephrase if you suspect there might be any misunderstanding
- Avoid jargon, acronyms, idioms, metaphors & humor

AFTER THE MEETING:

- Debrief with an interpreter:
 - Was the information offered prior to the meeting enough?
 - How was the pace of the entire meeting?
 - Constructive feedback on things that went well & suggestion for improvement
- Ask a parent/client:
 - Was there any points that were not discussed during the meeting?
 - How was the pace of the entire meeting?
 - Were you able to understand the presented information?
 - Were you able to process all the information presented or do you still need clarification?
 - Were you able to fully articulate your opinions/thoughts during the meeting?
 - Feedback on interpreter's performance?
 - Constructive feedback on things that went well & suggestion for improvement