

The AAITE Best Practices for Successful Interpreted Sessions are designed to help staff comply with language access requirements and meet their obligations to ELL students, as well as LEP parents and guardians. They offer guidance on the protocols to follow before, during, and after an interpreted session.

While not all elements may be required for every session, this list outlines the essential tasks and behaviors necessary for a successful interpreted session.

All parties must respect privacy laws and maintain the confidentiality of the interpreted session



BEST PRACTICES FOR SUCCESSFUL INTERPRETED SESSIONS

RECOMMENDATIONS FOR INTERPRETERS

By the AAITE Best Practices Committee

October 2024



BEFORE THE SESSION



Ensure you have all the necessary information to prepare for the assignment, including travel details or online access.



Review relevant materials, such as reports, glossaries, acronyms, technical terms, and anything specific to the session.



Request a briefing from the staff on any potential issues related to the session.



Inform the staff of the interpreting mode you will be using.



For remote sessions, perform a technology check before connecting.



Arrive at or join the session ahead of the scheduled time.



Allow enough time to set up and prepare yourself before the session begins.



Request assistance with technology if needed.

DURING THE SESSION

- Make your professional introduction in both languages, stating that you will:
 - Interpret everything said.
 - Keep all information confidential.
 - Ask participants to address one another directly, not the interpreter.
- Ask them to pause when necessary to allow for accurate interpretation.
- Position yourself to promote direct communication between the parties.
- Remind all participants to speak one at a time.
- Intervene or request clarification when necessary.
- Maintain impartiality to avoid any appearance of bias.
- Refrain from side conversations.
- Interpret everything said, including pauses and meaningful gestures.
- Reflect the speaker's tone and register.
- Take breaks as needed to ensure accuracy and concentration.

AFTER THE SESSION



Debrief with the staff and service provider(s) only if necessary.



Destroy or return any documents containing personally identifiable information.



Return all equipment provided for use during the session.



Direct any post-session inquiries to the appropriate personnel.

GENERAL GUIDELINES

Adhere to the AAITE National Code of Ethics for Interpreters in Education at all times.

Seek opportunities for professional development and continuing education.

Stay up to date with legal requirements regarding interpreter services in educational settings.

Stay informed about federal guidance on language access services.