

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **INTERPRETER – DEAF & HARD OF HEARING**
Department: Special Education
Reports to: Director of Special Education

SUMMARY:

The interpreter will provide assistance and interpret for hearing handicapped individuals or groups by means of total communication skills; also performs a variety of clerical and classroom duties. This position will be assigned to classrooms to interpret class lectures, lessons, and discussions in a variety of academic subject areas such as math, English, social studies. The interpreter must be able to simultaneously translate complex class lectures, lessons, and classroom discussion for extended periods of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interprets for hearing handicapped individuals in a variety of settings such as self contained classrooms, integrated classes, school related activities, meetings, or individual conversations.

- * Assists students with daily assignments, remedial or makeup work.
- * May work with small groups of students using flashcards, drills, and a variety of study aids and techniques to reinforce skills/learning.
- * Administers a variety of standardized or informal tests for placement or to measure progress in subject areas.
- * Corrects tests, worksheets, homework or daily assignments; records results or charts progress.
- * Designs and prepares bulletin boards, displays of student work, charts, forms and teaching aids; participates in classroom discipline or behavior management program, consults with teacher regarding lesson plans, work schedules, and evaluation of student progress.
- * Prepares and types dittos, tests meeting notices, bulletins and a variety of instructional materials; operates duplicating equipment to reproduce tests, study aids, worksheets, and instructional materials.
- * Assists with or operates a variety of audio-visual equipment such as projectors, tape recorders or other learning machines; files classroom materials and places information in student folders.
- * Organizes work areas and assembles learning materials, art supplies or assignment folders.
- * Records daily attendance or lunch count; may participate in field trips.
- * Assists in keeping study areas attractive and orderly; schedules and may participate in parent meetings; maintains classroom routine and discipline for short periods of time when teacher is not present or assists non-signing substitute teachers.
- * Occasional attendance at Individual Education Plan (IEP) meetings outside of usual work hours.
- * Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- * Visual English, American Sign Language, and other communication techniques used with hearing impaired individuals
- * Interpreter's Code of Ethics.
- * Integrated classroom dynamics and learning situations.
- * Proper English usage, spelling, punctuation, and grammar
- * General needs and behaviors of students
- * Concepts and vocabulary used throughout the elementary and secondary level in academic, vocational and extracurricular areas

Ability to:

- * Translate from signed language to spoken English or spoken English to signed English
- * Simultaneously translate academic classroom lectures and discussions.
- * Understand the needs of assigned students.
- * Communicate with hearing impaired students in a self-contained classroom
- * Interpret simple instructions and directions in a non-academic setting
- * Read finger spelling and signs of deaf persons and to interpret these through the spoken word to teachers and students.
- * Read and understand test instructions, teacher manuals, and guides.
- * Follow oral and written instructions with a minimum of directions.
- * Give directions clearly.
- * Work harmoniously with students and staff.
- * Successfully supervise and encourage independence in students.
- * Remain calm and patient in stressful situations.
- * Analyze situations accurately and adopt an effective course of action
- * Work under the supervision of a credentialed special education teacher, as a member of a multidisciplinary team.

EDUCATION:

Combination of education and training equivalent to two years of college with a focus on individual and group interpreting within the schools or the community.

EXPERIENCE:

Two or more years experience in translating from signed language to spoken English or spoken English to signed English in class or group setting is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

A certificate or diploma for training in Visual English and American Sign Language or the equivalent.
Valid California Driver's License

PHYSICAL REQUIREMENTS:

This position will require with or without the use of aids the following:

- * Manual dexterity to fingerspell and sign.
- * Mobility to move to various classrooms.
- * Sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversation.
- * Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation.
- * Ability to write and operate typewriter or business machines.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and require light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be arranged.