

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Educational Interpreter - DHH (Grade 60)**

DEFINITION:

Under direction of special education administrative staff, provides communication facilitation between students who are deaf or hard of hearing, and others, in an educational setting and for other school-related activities, including extracurricular activities, as designated in a student's Individualized Educational Program (IEP).

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for staff and students who are deaf or hard of hearing in support of educational programs and instructional activities.

Interprets for a variety of non-instructional activities such as counseling and nursing services, plays, assemblies, sports events, playground, and other extracurricular activities.

Assists students with developing and enhancing communication and daily living skills.

Monitors and oversees student drills, practices, tests, and assignments in various subjects.

Assists students by answering questions, providing proper examples, and general guidance.

Assists with tutoring.

Monitors and assesses progress regarding student performance and communication skills and provides input and documentation related to student progress for IEP's and evaluation tools.

Confers with faculty to identify and assist in meeting the special needs of students who are deaf or hard of hearing.

Provides suggestions regarding changes to enhance services for students who are deaf or hard of hearing.

Utilizes and assists faculty with supplemental instructional materials, audio-visual aids and equipment, closed captioning equipment, FM systems, computers, and related software.

Performs a variety of clerical duties in support of assigned activities such as preparing, typing, duplicating, and filing instructional materials.

Serves as an informational resource to school staff and parents regarding students who are deaf or hard of hearing and related issues.

Advises students, parents, and adults concerning interpreter services.

Attends and participates in various meetings and conferences.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Candidates must possess one (1) of the following certifications:

- National certification by the Registry of Interpreters for the Deaf (RID); or,
- Achieved a score of 4.0 or above on one (1) of the following:
 - the Educational Interpreter Performance Assessment (EIPA); or,
 - the Educational Sign Skills Evaluation – Interpreter and Receptive (ESSE-I/R); or,
 - the National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) Assessment

Or other assessment as deemed acceptable by the California Department of Education.

In order to satisfy the paraprofessional requirements, applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;
- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

EDUCATION AND EXPERIENCE:

In addition to meeting the certificate requirements for employment detailed above, applicants must have training and experience sufficient to demonstrate possession of the knowledge and abilities detailed below. Typical qualifying experience would include one year of related experience. Experience working in a school setting is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language, sign vocabulary, and various other sign systems

The Professional Code of Conduct for Interpreters

The general needs, problems, learning styles, and requirements of students who are deaf or hard of hearing

Current developments, trends, and techniques in the field of interpreting for students who are deaf or hard of hearing

Deafness and related effects on language and development in students who are deaf or hard of hearing

Child guidance principles and practices related to children who are deaf or hard of hearing

Basic academic subjects including mathematics, grammar, spelling, language, and reading

Basic instructional methods and techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary

Standard office and classroom equipment

Specialized equipment and aides, closed captioning, and FM systems

Oral and written communication skills

Recordkeeping techniques

Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

Provide voice-to-sign and sign-to-voice interpreting and other support services in a variety of settings for students who are deaf or hard of hearing

Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems, or oral interpreting

Translate information simultaneously during classroom and other activities

Convey abstract concepts and technical terminology in American Sign Language

Understand and relate to students who are deaf or hard of hearing

Work effectively with individuals from various ethnic and cultural groups

Monitor, observe, and report student behavior and progress according to approved policies and procedures

Understand and follow oral and written instructions

Operate standard office and classroom equipment including a computer and assigned software

Maintain various records and files

Observe health and safety regulations

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor classroom and office settings as well as outdoor school campus setting. Ability to travel to and from school/work sites as job requires.

Must be able to hear and speak to exchange information; see to perform assigned duties; use hands, arms and shoulders repetitively; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment and perform assigned duties; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
05/19	May 29, 2019	N/A	Non-Exempt	060