

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Educational Interpreter	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Instructional Support	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020	<b>Current Salary Grade:</b>	24
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor assists certificated teaching staff in a variety of instructional support duties providing instruction to individuals or small groups of students in a classroom setting, reinforcing instruction as directed by the teacher; providing sign language interpretation support to students.

**ESSENTIAL FUNCTIONS:**

- Provide voice to sign and sign to voice interpreting/transliterating using the mode of communication most readily understood by the student(s) who is/are deaf or hard of hearing.
- Confer with teachers, Speech Therapist, PTs, COTAs as may be required to assist in evaluating student's progress and/or implementation of IEP objectives.
- Interpret parent conferences, IEP meetings, tests, classroom lessons and other school functions for students who are deaf and hard of hearing and who are mainstreamed into general education classes.
- Assist certificated teacher in a variety of instructional support duties provide instruction to individuals or small groups of students in a classroom setting; reinforce instruction as directed by the teacher; provide sign language interpretation support to students.
- Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program (IEP).
- Assist teacher in assessing programs and materials to meet the needs of the children; collect, assemble, and distribute learning materials, supplies, equipment and other resource materials; order instructional material and assist when necessary.
- Observe and control behavior and interaction of students according to approved procedures; report progress regarding student performance and behavior.
- Assist students in a general education setting by interpreting teacher lessons and recording accurate notes in a clear and concise manner.
- Oversee student activities; lead and monitor playground activities as assigned; assist teachers in the instruction and supervision of students with hearing handicaps.
- Perform clerical duties including maintaining records, student data sheets and records of student progress; prepare a variety of reports as necessary.

**OTHER JOB-RELATED DUTIES:**

Educational Interpreter

- Perform related duties within the scope of their job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Procedures, functions and limitations of assigned interpreter/tutor duties.
- General needs, learning styles, and requirements of deaf and hard of hearing students.
- Child guidance principles and practices.
- Amplification, assistive and augmentative communication devices.
- Local, State and National resources for individuals who are deaf and hard of hearing and their families.
- Federal and State laws and regulations pertaining to the education and provision of services for individuals who are deaf and hard of hearing.
- Oral and written communications skills.
- Basic English usage, spelling, grammar, and punctuation.
- General classroom procedures, practices and equipment.

Ability to:

- Assist certificated staff with instruction and related activities of a deaf and hard of hearing learning environment.
- Assist in providing consultation and support to parents/caregivers and school personnel.
- Interpret using signing varieties that include features of both English and ASL.
- Assist students in developing self-help and social skills.
- Learn the procedures and functions of assigned duties.
- Operate various instructional and office equipment.
- Communicate effectively both orally and in writing.
- Interpret rules, regulations, procedures, and policies.
- Perform the duties of the position with or without accommodation.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

- National RID (Registry of Interpreters for the Deaf) Certificate or equivalent.
- In lieu of RID certification, must have achieved a score of 4.0 or above on the EIPA (Educational Interpreter Performance Assessment).
- The ESSE-I/R (Educational Sign Skills Evaluation-Interpreter and Receptive),
- Or the NAD/ACCI (National Assoc. of the Deaf/American Consortium of Certificated Interpreters)

**DESIRABLE QUALIFICATIONS:**

Two years of college; one year's experience involving extensive contact with the deaf desirable.

**WORKING CONDITIONS:**

Environment: The job is performed under minimal temperature variations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Dexterity of hands and fingers to perform interpretation activities.
- Some lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing; some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 25% walking and 25% standing.

Hazards:

- N/A

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance
- TB Clearance
- Mandated State Testing

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*