



## Job Description

**POSITION CODE:** 2203  
**Classified Group:** CSEA  
**Salary Range:** 35  
**Work Days:** 206  
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**POSITION TITLE:** Sign Language Interpreter

**DEFINITION:** Under general supervision, interpret for deaf or hard-of-hearing individuals or groups by means of sign language and total communication skills in a variety of settings.

**DIRECTLY RESPONSIBLE TO:** Site Administrator or Designee

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Interprets for deaf and hard-of-hearing individuals and others in a variety of interactive physical and social settings.
2. Assists students with developing communication and socialization skills within classroom or outdoor environment (i.e. playgrounds, outdoor PE classes, etc.).
3. Conveys the content of messages clearly according to the comprehension level and communication mode of the student.
4. May assist in assessing classroom, assembly hall, and other environments regarding noise level, visibility, etc. for the purpose of ensuring appropriate physical placement of the deaf or hard-of-hearing student and the interpreter.
5. May assist students with daily assignments, remedial, or makeup work.
6. Consults with teachers regarding lesson plans and evaluation of student progress.
7. Acts as a resource for students and teachers regarding sign language instruction.
8. Assists students to become independent consumers of interpreting services and how to fully utilize their interpreter.
9. Adheres to the Code of Ethics for Educational Interpreters as it relates to educational settings.
10. Works with students in individual or small groups of deaf and hard-of-hearing students to reinforce academic instruction.
11. May participate in field trips.
12. May assist the assigned classroom teacher(s) in maintaining classroom discipline.
13. Maintains classroom routine for short periods of time when teacher is not present.
14. Assists non-signing substitute teachers by facilitating communication with deaf or hard-of-hearing students.
15. Follows behavior intervention programs developed for students under the direction of a teacher.
16. Participates in IEP (Individual Education Plan) team meetings as requested by district staff.
17. May assist with or operate a variety of audio-visual equipment.
18. May correct tests, worksheets, and homework or daily assignments.
19. May keep records or chart student progress.
20. May assist teachers in preparing the classroom or classroom materials.
21. May operate office equipment (e.g. copier, scanner, etc.) to reproduce tests, study aids, worksheets, and instructional materials.
22. May file classroom materials and place information in student folders.
23. May organize work areas and may assemble learning materials.
24. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Previous experience working with groups of students; experience interpreting in the classroom and/or for the deaf community.

### Licenses and Certifications:

- Valid certification provided by the national Registry of Interpreters for the Deaf (RID) or equivalent, or score 4.0 or higher on a state-approved evaluation examination (i.e. EIPA, ESSE-I/R, or NAD/ACCI)
- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license.

### Knowledge, Skills, and Abilities:

- Sufficient sign language skills (i.e. in ASL, PSE, SEE) to communicate and interpret instructions, directions, and academic classroom lectures/discussions with deaf or hard-of-hearing students simultaneously translating from spoken English to signed English or translating from signed language to spoken English
- Competency of basic academic skills such as math, spelling, and grammar
- Knowledge of the Educational Interpreter's Code of Ethics
- Ability to read finger spelling and signs of deaf persons and to interpret these through the spoken word to teachers and students
- Ability to read and understand test instructions, teacher manuals, and guides
- Ability to understand and follow verbal and written instructions
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work effectively with all levels of district staff and students
- Ability to effectively supervise students
- Ability to pass district proficiency test
- Ability to pass departmental assessment, demonstrating expressive and receptive sign language skills
- Ability to maintain consistent, punctual and regular attendance

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office, classroom and outdoor environment
- Moderate noise
- Subject to working effectively with constant interruptions and exposure to dissatisfied individuals

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, in small groups, and/or on the telephone or video phone
- Inspect documents and other written materials with fine print
- Move about school and facilities to conduct work, including remaining in a stationary position for long periods of time

- Operate office equipment, fingerspell, and sign requiring repetitive hand movement and fine coordination

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/12/2017  
Adopted: 9/23/1980  
Revised: 11/18/08  
Revised: 8/24/2017