

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SIGN LANGUAGE INTERPRETER/TUTOR

BASIC FUNCTION:

Under general supervision, provide interpreting and instructional assistance services to deaf and hard of hearing students using advanced signing and interpreting skills; tutor individual and small groups of deaf and hard of hearing students; assist instructional personnel in the implementation of individual educational plans (IEP) for assigned special education students; serve as a liaison and interpreter between deaf students, school personnel and outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide interpreting and instructional assistance services to deaf and hard of hearing students using advanced signing and interpreting skills; interpret a variety of verbal and written instructions, instructional materials and conversation using a designated sign language.

Tutor individual and small groups of deaf and hard of hearing students in elective and academic subjects to reinforce instructional concepts using tutorial strategies and techniques under the supervision of the teacher; oversee student drills, practices and assignments in various subjects; monitor and review student progress.

Assist instructional personnel in the implementation of individual educational plans for special education students; serve as an interpreter for staff and parents at Individualized Education Plan (IEP) meetings, conferences, student orientations, workshops and related events as necessary.

Serve as a liaison and interpreter between deaf students, school personnel and outside agencies; facilitate communication by providing complex manual and/or oral interpreting services; provide voice to sign and sign to voice support; simultaneously translate sign language, used by hearing impaired students into spoken English.

Explain and assure student understanding of classroom assignment and homework instructions; assist students in completing classroom assignments, homework and projects in various subject areas; assist with the administration of tests by interpreting information to individuals and scoring of tests as assigned.

Assist in the preparation of instructional materials for assigned deaf and hard of hearing students; perform a variety of clerical duties such as typing, filing and copying classroom materials; assist in maintaining records and files as directed.

Collaborate with teachers to develop ways of increasing interaction between deaf students and peers.

Assist students in learning and practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence and decision making necessary for mainstreaming.

Observe and control behavior of students in the classroom according to approved procedures; supervise students during outdoor activities and in other educational settings as directed; report

progress regarding student performance and behavior.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records and files as assigned.

Communicate with classroom teachers and staff to identify special needs and make suggestions regarding environmental changes to enhance instruction for deaf and hard of hearing students.

Provide staff orientations and training on the use of interpreters in the classroom.

Assure the health and safety of students by following established practices and procedures; maintain classroom and other learning environments in a safe, orderly and clean manner.

Operate a variety of standard classroom and office equipment including a copier, printer, computer and assigned software.

Attend and participate in meetings, in-services and trainings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

American Sign Language and advanced techniques for use in interpreting.

Concepts and principles of child development and behavior characteristics.

Applicable laws, codes, regulations, policies and procedures.

District organization, operations, regulations, policies and objectives related to position.

Appropriate use of spoken and written English including spelling, vocabulary and grammar.

Extensive vocabulary, terminology and basic information in a variety of subjects.

Deafness and its effect on language acquisition and development of hearing impaired individuals.

Basic filing and record keeping methods.

Modern office equipment, practices and techniques.

Application of tutorial and training procedures.

Subject curriculum taught in District's schools.

Safe practices in classroom and school-related activities.

Oral, written, and manual communication skills.

Interpersonal relations skill using tact, patience, and courtesy.

ABILITY TO:

Reverse-interpret from sign language to the spoken word in several sign systems at a normal conversational rate.

Tutor hearing impaired students in a variety of levels of academic subjects.

Establish and maintain effective working relationships.

Basic principles of child behavior and development.

Demonstrate competency in expressive signing and finger spelling.

Understand the special problems/needs of deaf and hard of hearing students.

Learn to read facial and body language.

Provide accurate interpretation of academic subject areas.

Demonstrate an understanding, patient and receptive attitude toward children.
Understand and follow oral, written, and manual directions.
Communicate effectively orally, in writing, and manually with children and adults.
Communicate with deaf and hard of hearing students by interpreting sign to voice and voice to sign.
Convey abstract concepts and technical terminology in a sign language system.
Work cooperatively and effectively with others.
Operate a variety of standard classroom and office equipment.
Work independently.
Prepare instructional materials for student use.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient experience working with Deaf or Hard of Hearing individuals in organization setting or learning environment. Must have completed coursework in American Sign Language, be able to obtain Registry of Interpreters for the Deaf (RID) Certification, and/or pass District proficiency exam.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District proficiency exam.
Valid California Class C driver's license.
Valid certification by the national Registry of Interpreters for the Deaf (RID) or equivalent, or passage of one of the exams listed below with a minimum score of 3.5

- Educational Interpreter Performance Assessment (EIPA)
- Educational Sign Skills Evaluation-Interpreter and Receptive (ESSE-I/R)
- National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) assessment.

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to interpret for the deaf and hard of hearing.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Seeing to monitor students in the classroom.
Bending at the waist, kneeling, lifting or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017