



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: INTERPRETER FOR THE DEAF
REPORTS TO: Director of Special Education **SITE:** All Schools
CLASSIFICATION: CSEA Bargaining Unit **WORK YEAR:** SDO (182 Days)
SALARY: Range 257 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: December 12, 2013

JOB SUMMARY:

Under supervision of the special education director, or designee, provide and/or reinforce instruction to individuals or small groups of hearing impaired students, facilitate communication between teacher and student, serve as interpreter, prepare or adapt instructional material; and perform, when so directed, other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Assist in the instruction of deaf or hearing impaired students.
2. Provide assistance to teacher by reinforcing instruction.
3. In accordance with established guidelines, uses teacher's methods as a pattern to individualize instruction by matching to the needs of the learner.
4. Monitor student activities.
5. Translate spoken material into sign language.
6. Interpret sign language of deaf into oral or written language for hearing individuals.
7. Monitor students on field trips with teacher.
8. Assist students with the operation of computers, audiovisual, and other instructional visual aids.
9. Assist students by providing proper examples, emotional support, and general guidance.
10. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Incumbents must be able to perform essential functions 1-10 above with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- AA or AS degree with emphasis in child development interpreter or special education; RID certification preferred.
- Two years of direct experience in performing the essential functions of the position.
- Working knowledge of computers, word-processing programs, including, but not limited to, all Microsoft office products, spreadsheets, and databases.
- Excellent verbal and written skills.
- Demonstrated ability to interpret to students written and verbal educational materials through sign language or through specific oral communication processes.
- The ability to multi-task in a busy environment and remain calm in stressful situations.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

LICENSES AND OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.
[Equity Flyer](#)
[BP0415.1 Racial Equity](#)
[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.