



Excellence for all.

Job Title: Sign Language Interpreter

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of an assigned supervisor, facilitates communication between deaf or hard-of-hearing students and hearing persons in a variety of settings to facilitate communications between students, faculty, staff, administrators, and others.

Distinguishing Characteristics:

A Sign Language Interpreter must possess a valid certification issued by the National Registry of Interpreters for the Deaf (RID), or a score of 4.0 or above on the Educational Interpreter Performance Assessment (EIPA) or Educational Sign Skills Evaluation-Interpreter and Receptive (ESSE-I/R), or National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) Assessment.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Interprets for deaf or hard-of-hearing students in a variety of educational settings, including, but not limited to, classroom lectures and activities, group discussions, assemblies and counseling sessions, using various sign language systems and voice interpretation at a normal conversational rate. Observes and controls behavior of students in the classroom according to approved procedures; monitor students during outdoor activities and lunch periods as required.
- Interprets and provides transliteration for individual or small groups of deaf and hard-of-hearing students to reinforce and follow-up instructional concepts in various subject areas utilizing sign language or other methods of communication; interprets from spoken language into sign language and from sign language into spoken language.
- Interprets information simultaneously during classroom or other presentations and activities as needed; interprets questions, responses, comments, explanations, and other communications between students; faculty, staff and others; facilitates and supports student participation and communications in social interactions; monitors and adjusts interpretation in response to student comprehension.
- Provides expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard-of-hearing students in support of educational programs and instructional activities; utilizes appropriate register to express the language, meaning and intent of the speaker.

Other Duties:

- Performs related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- American Sign Language, sign vocabulary and various other assigned sign systems.
- General needs, problems, learning styles and requirements of deaf and hard-of-hearing students.
- Current developments, trends, and techniques in the field of interpreting for the deaf.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Child guidance principles and practices related to deaf and hard-of-hearing children.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of standard office and classroom equipment including a computer.
- Establish and maintain cooperative and effective working relationships with others.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping and report preparation techniques.
- Perform related duties as assigned.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Provide voice to sign and sign to voice interpreting and other support services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators, and others.
- Interpret information simultaneously during classroom or other presentations and activities.
- Provide expressive and receptive interpretations and transliterations in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard-of-hearing students.
- Sign and voice rapidly and accurately using oral and manual forms of communication to provide verbatim or paraphrased interpretations.
- Convey abstract concepts and technical terminology in American Sign Language.
- Understand and relate to deaf and hard-of-hearing students.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Prepare and maintain various records and reports.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High School Diploma or equivalency and

one year of experience working with hearing impaired children. Successful completion of the Merit examination process is required.

NCLB Requirement: In accordance with the No Child Left Behind Act of 2001 (NCLB), paraprofessionals are required to have a high school diploma or its equivalent and demonstrate proficiency in reading, writing, math, and classroom instruction. Employees are required to meet the requirements either by holding an AA degree or higher, having 48 units from an institution of higher education, or by demonstrating through local assessment, the knowledge of and the ability to assist in the instruction of reading, writing and mathematics.

Licenses/Certificates: Possession of a valid certification issued by the National Registry of Interpreters for the Deaf (RID), or a score of 4.0 or above on the:

- Educational Interpreter Performance Assessment (EIPA) or
- Educational Sign Skills Evaluation-Interpreter and Receptive (ESSE-I/R), or
- National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) Assessment.
- Valid California driver's license.

Working Conditions:

Environment: Classroom environment, subject to traveling from site to site; extensive contact with hearing impaired students.

Physical Demands/Hazards: Dexterity of hands and fingers to sign for students. Sitting or standing for extended periods of time. Seeing to read a variety of materials and interpret the sign language of others. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling, or crouching to assist students.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 124

Approved by Personnel Commission: May 26, 2015

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