Job Description

JOB TITLE: Certified Sign Language Interpreter

JOB FAMILY: Student Support Services

SALARY RANGE: 65

JOB PURPOSE STATEMENT: Under general direction of the Assistant Superintendent of Student Support Services, facilitate communication between deaf and/or hard of hearing students and others by providing interpreting/transliteration services; interpret on behalf of the student in communicating with teachers, administrators, parents, students, and others as needed; assist a certificated teacher in providing instruction to deaf and hard of hearing students.

DISTINGUISHING CHARACTERISTICS:
The Certified Sign Language Interpreter primarily assists a credentialed teacher by providing instructional assistance. The incumbent in this classification presents learning materials and instructional exercises using interpreting/transliteration skills. Positions in this class assist instructional personnel in bringing positive concentrated study and learning opportunities to individual hearing impaired students and assists in creating a proper classroom and learning environment for such students. The full responsibility for appropriate instruction, curriculum materials and evaluation resides with the certificated instructional staff.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

ESSENTIAL JOB FUNCTIONS:
1. Interpret, transliterate and voice interpret for deaf or hard of hearing pupils, in assigned sign systems/languages; convey the content and spirit of the speaker using the languages most readily understood by the receiver.
2. Interpret or assist deaf and hard of hearing students in communicating with counselors, teachers, administrators and others as needed.
3. Interpret for students during other school related activities as needed including assemblies, field trips and other activities.
4. Consult with classroom teachers to communicate needs of the student.
5. Assist a certificated teacher in providing instruction to deaf and hard of hearing students; tutor and provide instruction as needed to assigned students; reinforce instruction as directed by the teacher.
6. Support the goals and objectives of the educational program to facilitate learning by deaf and hard of hearing students.
7. Research specific terminology relevant to classroom subject matter as appropriate; develops appropriate signs to communicate classroom material/lecture as necessary.
8. Maintain written and/or computer records of student progress for teacher.
9. Participate in meetings, conferences and inservice training programs as assigned. (
10. May act as interpreter for deaf parents at Individualized Education Plan (IEP) meetings, student orientations, and related activities as necessary.
11. Assist as requested in facilitating instruction to students and staff learning sign language.
12. Provide behavior examples in social, emotional and functional skills, as applicable to the program.
13. Assist in charting targeted behaviors, monitoring and supporting behavioral programs as defined by the teacher.
14. Assist students with computers as needed.
15. Maybe required to drive during the course of workday.
16. Perform related interpreting duties as assigned.

OTHER JOB FUNCTIONS:

Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Participate in district in-service programs.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Knowledge of:

American Sign Language and signing exact English sign system.
Effect of deafness on language, the concept of total communication and use of residual hearing, speech-reading and manual communications.
Educational implications of hearing impairment.
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.
Child guidance principles and practices related to deaf and hard of hearing children.
Proper operation of closed caption machines, TDD, phone, computer, printer, FAX, Scantrons, copy machine, VCR, overhead projector and TV monitor and other related equipment.
Basic subjects taught in District schools including mathematics, grammar, spelling, language and reading.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Sign, interpret and transliterate fluently for hearing impaired students, parents and others.
Translate the spoken word into the language of signs at a normal conversational rate (120+ words per minute) using Signed English, American Sign Language (ASL), Signing Exact English (SEEII), Pidgin Sign Language (PSE), and finger spelling.
Reverse interpret from sign language to the spoken word from one or more sign language systems.
Prepare clear, concise and accurate reports, correspondence, and other written materials.
Assist deaf and hard of hearing students in a flexible and understanding manner.
Establish and maintain effective and cooperative relationships with adults and students.
Understand and follow oral and written directions.
Provide instructional assistance to deaf and hard of hearing students in a variety of activities.
Speak, read and write clearly and distinctly.
Operate closed caption machines, TDD, computer, audio/visual equipment and standard office equipment.
Use proper English usage, grammar and punctuation.
Learn the functions, procedures and limitations of assigned duties.

EDUCATION REQUIRED:

High School Diploma or equivalent supplemented by coursework in American Sign Language or demonstrated competency in interpreting skills.

EXPERIENCE REQUIRED:

Two (2) years paid interpreting work in a variety of situations, including activities such as interpreting, conferences, classroom and one-on-one.

LICENSE REQUIRED:

Must possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.
Possession of a certificate from the National Registry of Interpreters for the Deaf (RID), or equivalent; in lieu of RID certification or equivalent, achieve a score of 4.0 or above on the EIPA, the ESSE-I/R, or the NAD/ACCI

assessment. If providing Cued Language transliteration, possession of the TECUnit Certification, or have achieved a score of 4.0 or above on the EIPA – Cued Speech.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District proficiency academic assessment test for Certified Sign Language Interpreter (American Sign Language). Possession of a valid California Driver's License.

Working Conditions:

Environment:
Elementary/secondary school classroom or any environment student requires interpreting services

Physical Abilities:
Visual acuity to read the sign language of instructional materials and to monitor student behavior during classroom activities
Hearing and speaking to provide assistance and exchange information related to classroom assignments
Dexterity of hands and fingers to sign or fingerspell
Continuous use of elbows, shoulders, neck, back, lips or jaw
Bend at the waist, kneel, squat
Sit, look down, turn neck, reach horizontally and above he shoulders
Walk, stand, bend, stoop, reach, twist, climb stairs
Light lifting and carrying of material/supplies (10 pounds occasionally, 25 pounds infrequently)
Gripping and grasping
Climbing on stools or step ladders
Pushing and pulling carts/objects