

Job Description

TITLE: INTERPRETER FOR THE DEAF

Range: 31

REPORTS TO: Director, Special Education

DESCRIPTION:

Assist in providing educational programs for students who are deaf/hard of hearing, and who may also have other physical or mental disabilities. Perform a variety of routine tasks to assist and care for children assigned to school programs.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Knowledge of a variety of sign language systems and methods of effective presentation.
3. First Aid and CPR certification (training provided by district)
4. Certification by the national RID or have achieved a passing score, as required by regulation, on the EIPA, the ESSE-I, or the NAD/ACCI assessment.
5. Department of Justice fingerprint clearance
6. TB Clearance
7. Valid California Driver's License.

Desired:

1. Experience working with special education students.
2. One year experience, paid or unpaid, working with deaf/hard of hearing students as an interpreter in an educational setting.

KNOWLEDGE AND ABILITY:

1. Knowledge of sign system required by the student.
2. Knowledge of methods and techniques used in communicating with deaf and hard of hearing children.
3. Knowledge of technical signs and/or vocabulary used in classes to which assigned.
4. Knowledge of code of Ethics prepared by the Registry of Interpreters of the Deaf.
5. Knowledge of basic subjects taught in schools including arithmetic, grammar, spelling, language and reading.
6. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.

Interpreter for the Deaf

7. Ability to apply special education program philosophies, concepts, methods and procedures.
8. Ability to establish and maintain effective relationships with adults and children.
9. Ability to understand and follow oral and written directions.
10. Ability to speak, read and write in English clearly and distinctly.
11. Ability to carry on normal speech and hearing activities.
12. Ability to maintain confidentiality of information regarding students.
13. Ability to meet schedule and time lines.
14. Ability to drive a car.
15. Ability to maintain regular and reliable attendance.
16. Ability to use good judgment to make decisions.

ESSENTIAL FUNCTIONS:

1. Serve as a facilitator of communication between deaf/hard of hearing students and hearing persons.
2. Provide sign to voice/voice to sign interpreting that matches the student's language level. Sign Language may include American Sign Language, a form of manually coded English, and/or oral interpreting depending on the needs of the students. Use signing, finger-spelling, and/or simultaneous communication (sign and voice) to help implement goals and objectives for students.
3. Assist students in developing appropriate communications and social/behavioral skills.
4. Perform student care tasks such as feeding and personal hygiene as necessary.
5. Reinforce classroom instruction and Individual Education Plans (IEP) by providing individual or group instruction in academic subjects, communication, self-help, psycho-motor, pre-vocational, and social behavioral skills.
6. Facilitate student learning by assisting the teacher in preparing instructional materials for the assigned student.
7. Provide student care by supervising students during all activities within all school facilities, on field trips, and during extracurricular activities and parent meetings when necessary.
8. Escort students to and from designated locations as assigned. Accompany students on field trips, recreational functions, social events and during outdoor activities.
9. Travel using personal car, with mileage reimbursement, to student homes, hospital, or other settings if required for itinerant positions.
10. Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software.
11. Under the direction of assigned teacher, communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns. Answer telephone calls, take messages and provide general class and student information to parents and others as assigned.

12. Provide routine first aid to injured students according to established procedures as needed. Administer medications according to prescribed instructions as required. Respond to medical emergencies and prepare related paperwork as appropriate.
13. Participate in and attend meetings as requested. Provide interpretations as requested.
14. Provide consultation with the supervising teacher on a regular basis.
15. Assist in care and use of amplification, as required.
16. Handle confidential information and materials with complete security.
17. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

Indoor/outdoor work environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to sign and to operate specialized equipment and a computer keyboard.
2. Hearing and speaking to exchange information to be understood at normal levels with or without hearing aids.
3. Seeing to read printed matter with or without visual aids.
4. Sit, stand, walk, twist, bend over, crawl, grasp, reach overhead, stoop, and kneel.
5. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height. Kneeling or crouching to assist students and carrying, pushing or pulling heavy objects.
6. Two person lift if over 50 pounds and/or the physical agility to manipulate and move a handicapped child weighing 80 pounds; to position a student who may weigh 150 pounds or more, and to manipulate wheelchairs and orthopedic devices.

Range: 31
Adopted:
Revised: 5/22/24