

Escondido Union High School District Job Description

Job Title: Interpreter for the Deaf
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 48
Approved By: Board of Education
Approved Date: 09/10/19

NATURE OF WORK

Provides interpreting and assistant services to deaf and hard of hearing (DHH) adults and students using American Sign Language at a skilled level. This level includes sign to voice and voice to sign signing at a professional level speed with grammatical correctness, adult and technical vocabularies, and a high degree of expression.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Attends regular classes with DHH students.

Interprets or transliterates classroom lectures, discussions and directions for DHH students when they are mainstreamed into regular classes.

Provides voice to sign interpretations services to assist students in responding to teachers or asking questions.

Prepares for mainstream classroom assistance by reviewing lessons, viewing videos and films, reviewing vocabulary words, handouts, etc.

Assists general education teachers in establishing a class setting optimal for interpreting, such as placing the DHH student in the best visually receptive position and adding visual support to the curriculum such as pictures or objects.

Utilizes and assists faculty with supplemental instructional materials, audio-visual aids and equipment, closed-captioning equipment, EM systems, computers, and related software.

Under direction of the DHH case manager, review IEP goals and objectives to keep the student on target and monitors his/her work, as necessary.

Provides suggestions regarding changes to enhance services for DHH students.

Serves as a resource to school staff regarding the nature of, and issues associated with, Deafness.

Monitors and reviews progress of students with DHH teacher and regular classroom teachers.

Interprets sound tracks of films and lectures of speakers for DHH students.

Gives individualized assistance to students in the DHH classroom, reviewing lessons, explaining new abstract concepts and providing the information context of the hearing and deaf world (when applicable, DHH classroom is not currently offered, however beneficial to DHH students)..

Reinforces lesson concepts in various academic areas in the most appropriate sign language system.

Serves as a role model for oral communications, assisting DHH students with correct pronunciation of words and sounds.

As necessary, interprets and transliterates for DHH students in non-classroom settings such as IEP meetings, special events, athletic participation, and in using the school library, nursing and counseling services, etc.

May interpret or transliterate for DHH adults in communication exchanges at faculty meetings, parent conferences, staff contacts, seminars, workshops or other meetings.

May attend field trips to interpret and assist with DHH student supervision.

Assists students with developing and enhancing communication and daily living skills.

Attends and participates in various meetings and conferences.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of student (minimum 48 semester hours) at an institution of higher education; or 2) possession of an associate degree or higher; or 3) passing a rigorous assessment that demonstrates the knowledge of and the ability to assist in instructing, reading, writing, and mathematics at a level meeting State and Federal requirements.

Successful completion of an Interpreter training Program (ITP) and work experience as an Interpreter for the Deaf are highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

As of July 1, 2009, must be certified by :
Registry of Interpreters of the Deaf (RID) , or
American Consortium of Certified Interpreters (ACCI), level 4 or above, or
NAD Certification, level 4 or above,

Or have passed one of the following assessments:
Educational Sign Skills Evaluation (ESSE -1), Level 4 or above,
Educational interpreter Performance Evaluation (EIPA), level 4 or above,

Or meet certification requirements in any other manner or date subsequently approved by the State of California.

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to special education students; problems and concerns of students with special needs; basic subjects taught in District schools, including math, grammar, spelling, language and reading; safe practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques including computer applications; classroom procedures and appropriate student conduct.

ABILITY TO:

Assist with instruction and related activities in an assigned special education program; reinforce instruction to students with learning disabilities, language, communication and behavioral problems; perform clerical duties such as filing, duplicating and maintaining records; print and write legibly; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs; understand and follow oral and written directions; read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to students, parents or other employees; communicate effectively with students and adults; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; communicate effectively both orally and in writing; communicate effectively in English and American Sign Language and interpret and transliterate voice to sign and sign to voice at professional level; supervise and discipline students according to approved policies and procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to communicate and regularly required to hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position will work with special education students who have needs for translation from English to sign language. Must demonstrate patience and an ability to assist students who have been identified as needing special assistance. As an employee of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, and must model the behavior expected of students and must be willing to provide paraprofessional assistance to the assigned teacher.