

INTERPRETER FOR THE DEAF AND HARD-OF-HEARING

JOB SUMMARY

Under the direction of an assigned supervisor, the Interpreter for the Deaf and Hard-of-Hearing provides interpreting services to teachers, students, and others who are deaf or hard of hearing. Services include a variety of interpreting and transliteration in American Sign Language. The Interpreter for the Deaf and Hard-of-Hearing provides services in a wide variety of settings including classrooms, meetings, and events.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Interpreter for the Deaf and Hard-of-Hearing may perform any combination of the following:

- Interprets a variety of instructional directions, exercises and classroom activities, assisting deaf and hard of hearing teachers or students in academic and nonacademic activities.
- Assists students in completing classroom assignments, homework and projects, in understanding classroom rules and procedures, and provides general guidance.
- Assists instructional personnel in the implementation of individual educational plans and administers various tests as directed.
- Informs the teacher of behavioral or learning issues as well as student progress.
- Assists in the preparation of a variety of instructional materials and learning aids.
- Performs interpreting functions in a wide variety of settings to include but not limited to educational classes and classroom instruction, parent/teacher conferences, Individualized Education Plan (IEP) meetings, district meetings, community forums, staff development and mentoring activities, counseling, nursing or testing sessions, staff meetings, workshops or seminars, special events, extracurricular activities, and phone interpreting.
- Serves as a liaison between and resource for deaf and hard of hearing teachers and students and school personnel, parents, and outside agencies.
- Interprets, signs and translates spoken statements or conversations of students, teachers, staff and others to facilitate effective communication and learning.
- Assists students in the operation of a variety of instructional devices and specialized equipment of the deaf or hard of hearing.
- Maintains a record of student progress, records, files, supplies and work aids as assigned. Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Professional Code of Conduct for Interpreters.
- Oral, voice, and other interpretation techniques, transliteration in American Sign Language and other sign language systems.
- Current developments, trends, and techniques in the field of interpreting for individuals who are deaf or hard of hearing.

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- Deafness and related effects on language and development in students who are deaf or hard of hearing.
- Needs, problems, learning styles of students who are deaf or hard of hearing.
- Guidance principles and practices related to students who are deaf or hard of hearing.
- Basic instructional methods and techniques.
- Middle and high school academics including math, English language, writing, and mechanics, and reading comprehension.
- Specialized equipment and aids, closed captioning, and other systems.
- Effective oral and written communication skills.
- Documentation and recordkeeping techniques.

ABILITY TO:

- Provide oral, voice, and other interpretations, and transliteration in American Sign Language and other sign language systems. Translate information simultaneously in the classroom, at meetings, and other activities.
- Convey abstract concepts and technical terminology in American Sign Language.
- Understand and relate to teachers and students who are deaf or hard of hearing.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment including a computer and assigned software
- Maintain various records and files.
- Observe health and safety regulations.

CERTIFICATION, EDUCATION AND EXPERIENCE

Certification:

Candidates must possess one of the following certifications:

- National certification by the Registry of Interpreters for the Deaf (RID)
- Achieved a score of 4.0 or above on one of the following:
 - 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 OR
 - other assessment as deemed acceptable by the California Dept. of Education

Education:

In order to satisfy paraprofessional requirements, applicants must meet one of the following:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's (or higher) degree OR

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- Completed an exam through formal State or local academic assessment that includes reading comprehension, writing, and mathematics, OR
- If applicant meets the minimum experience qualification, applicant must pass our District exam.

Experience:

In addition to meeting the education requirement above, applicants must have training and experience sufficient to demonstrate possession of the knowledge and abilities listed in this job description. Typical qualifying experience would include one year of related experience. Experience working in a school setting is preferred.

DISTINGUISHING CHARACTERISTICS

The **Interpreter for the Deaf and Hard-of-Hearing** interprets and facilitates communication for teachers and students who are deaf and/or hard of hearing using signing and reverse interpreting skills and provides voice to sign, sign to voice oral transliterate support, and serves as a liaison between deaf and hard of hearing teachers and students and school personnel, parents, and outside agencies. The Interpreter provides instructional assistance to students are directed by the teacher.

REQUIRED TESTING

Pre-employment testing and assessment may be required to demonstrate the minimum qualifications for the position.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

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Seldom	Reach above shoulder, climbing, balancing, with assistance and devices provided lift students weighing more than 100 lbs. at waist height up to a distance of 5 feet
Occasionally	Fingering/fine manipulation, power/firm grasping, sitting/standing, twisting back, reach at, above, or below shoulder height, pushing/pulling, including students in wheelchairs, lifting up to 25 lbs. at waist height up to a distance of 30 feet
Occasionally/Frequently	Stooping/bending, squatting/crouching, kneeling
Frequently	Lifting up to 10 lbs. at waist height up to a distance of 30 feet, handling/simple grasping
Frequently/Continuously	Reach below shoulder height

Generally, the job requires 20% sitting, 40% walking and 40% standing

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None