

MODESTO CITY SCHOOLS

JOB DESCRIPTION

INTERPRETER-DEAF/HARD OF HEARING

DEFINITION:

Under the direction of the Site Administrator, facilitate communication between individual or small groups of deaf or hard of hearing students and others by providing advanced sign language interpreting/transliteration services; tutor individual and small groups of deaf and hard of hearing students; assist instructional personnel in the implementation of individual educational plans (IEP) for assigned special education students; serve as a liaison and interpreter between deaf students, school personnel and others; perform interpreting and translating services for teachers, administrators, parents, peers and others as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Interpret and reverse-interpret manually and orally for deaf or hard of hearing students using an applicable sign language in a classroom, recreational or other learning environment using communication appropriate to the language and intent of the speaker and at the level of the student.
- Interpret a variety of verbal and written instructions, instructional materials and conversation using sign language; provide voice to sign and sign to voice support.
- Interpret the content of the message clearly and accurately according to the receptive language level of the student as described in the Individualized Education Plans (IEP) and in the spirit of the speaker.
- Work with deaf or hard of hearing students in a variety of settings such as general and special education classrooms, integrated classes, school related activities, meetings or individual conversation.
- Collaborate with teachers and staff with the implementation of IEP's and reaching IEP goals for assigned students; provide feedback on the success of communication strategies, development of interpreter-use skills and student progress and challenges as part of the IEP team.
- Tutor individual or groups of students; provide explanation of classroom and subject matter terminology as provided by the teacher.
- Prepare instructional materials and other related materials as needed.
- Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and adapt materials to meet student needs; report progress regarding student performance and behavior.
- Maintain records, logs and files related to assigned activities.
- Assist students in the operation of a variety of instructional technology; facilitate effective communication for students using assistive technology.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to IEPs, student activities and behavior.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Attend and participate in meetings and in-service trainings including IEP's as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college level course work or training in sign language and two years experience working with school age children in an organization setting or learning environment.

Licenses and other Requirements

- Certification from the Registry of Interpreters for the Deaf (RID) OR one of the following:
 - Certification by the Cued Speech TEC Unit.
 - American Consortium of Certified Interpreters (ACCI) Level 4 or above.
 - Educational Sign Skills Evaluation – Interpreter (ESSE) Level 4 or above.
 - Educational Interpreter Performance Evaluation (EIPA) Level 4 or above

DESIRED QUALIFICATIONS:

- Associate's degree in a communication disorders or a related field.
- One year experience working with deaf or hard of hearing individuals.
- ESSE Sign Language Certification of 2.00-3.99.
- Valid First Aid/CPR certification.

Knowledge of:

- Child guidance principles and practices related to children with special needs including deaf or hard of hearing.
- Applicable sign languages including sign vocabulary and advanced techniques for use in interpreting in an educational setting.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Aural/oral techniques and/or cued speech, oral interpreting methodologies and techniques.
- Expressive and receptive signing skills.
- Basic instructional methods and techniques.
- Deafness, hearing loss and its effect on language acquisition and development of deaf and hard of hearing individuals.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Code of Ethics and conduct for RID Interpreters.
- Problems and concerns of deaf and hard of hearing students.
- Applicable laws, codes, policies and regulations.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and other learning environments.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Interpret sign to voice at a normal conversational rate.
- Deconstruct information to assist students in acquiring language skills.
- Reinforce instruction to individual or small groups of visually impaired students as directed by certificated staff
- Learn to read facial and body language.
- Assist in the implementation of lesson plans.

- Communicate students by interpreting sign to voice and voice to sign.
- Convey abstract concepts and technical terminology in a sign language system.
- Provide accurate interpretation of a variety of subject areas.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient and receptive attitude toward deaf or hard of hearing students.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.

WORKING CONDITIONS:

Work Environment:

- Indoor/classroom/outdoor environment.

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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Reaching overhead and above shoulders to access materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 3/18/03

Unit Approved: 4/7/03

Board Approved: 5/12/03

FLSA Status: Non Exempt