

EDUCATIONAL INTERPRETER

Purpose Statement

The job of Educational Interpreter under the direction of an assigned supervisor, assists certificated teaching staff in a variety of instructional support duties providing instruction to individuals or small groups of students in a classroom setting, reinforcing instruction as directed by the teacher; providing sign language interpretation support to students.

Essential Functions

- Provides voice to sign and sign to voice interpreting/transliterating using the mode of communication most readily understood by the student(s) who is/are deaf or hard of hearing.
- Confers with teacher/s, Speech Therapist, PTs, COTAs as may be required for the purpose of assisting in evaluating special education student progress and/or implementing IEP objectives.
- Interprets parent conferences, IEP meetings, tests, classroom lessons and other school functions for students who are deaf and hard of hearing and who are mainstreamed into general education classes.
- Assists certificated teaching staff in a variety of instructional support duties providing instruction to individuals or small groups of students in a classroom setting; reinforces instruction as directed by the teacher; provides sign language interpretation support to students.
- Confers with teachers concerning programs and materials to meet student needs; utilizes appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program (IEP).
- Assists teaching staff in assessing programs and materials to meet the needs of the children; collects, assembles, and distributes learning materials, supplies, equipment and other resource materials; orders instructional material and aids when necessary.
- Observes and controls behavior and interaction of students according to approved procedures; reports progress regarding student performance and behavior.
- Assists students in a general education setting by interpreting teacher lessons and recording accurate notes in a clear and concise manner.
- Oversees student activities; leads and monitors playground activities as assigned; assists teachers in the instruction and supervision of students with hearing handicaps.
- Performs clerical duties including maintaining records, student data sheets and records of student progress; prepares a variety of reports as necessary.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Performs related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS in: Oral and written communications; interpersonal relations using tact, patience and courtesy; assisting with specialized instructional activities in an assigned classroom setting; using, understanding, interpreting and reverse interpreting manual and/or oral communication; establishing and maintaining effective working relationships with others.

KNOWLEDGE of: Procedures, functions and limitations of assigned interpreter/tutor duties; general needs, problems, learning styles, and requirements of deaf and hard of hearing students; child guidance principles and practices; amplification, assistive and augmentative communication devices; local, state and national resources for individuals who are deaf and hard of hearing and their families; Federal and state laws and regulations pertaining to the education and provision of services for individuals who are deaf and hard of

JOB DESCRIPTION

Pleasanton Unified School District

hearing; oral and written communications skills; correct English usage, spelling, grammar, and punctuation; general classroom procedures, practices and equipment; interpersonal relations skills using tact, patience and courtesy.

ABILITY to: Assist certificated staff with instruction and related activities of a deaf and hard of hearing learning environment; assist in providing consultation and support to parents/caregivers and school personnel; interpret using signing varieties that include features of both English and ASL; assist students in developing self-help and social skills; learn the procedures and functions of assigned duties; establish and maintain effective working relationships with others; operate various instructional and office equipment; communicate effectively both orally and in writing; learn to interpret rules, regulations, procedures, and policies; perform the duties of the position with or without accommodation.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary method of performing the job's functions requires the following physical demands: seeing and hearing to conduct work; speaking to exchange information; dexterity of hands and fingers to perform interpretation activities; significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking and 25% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience

Job related experience is required. Two years of college; one year's experience involving extensive contact with the deaf desirable.

Education

Minimum of a High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. /Training

None Specified

Certificates & Licenses

National RID (Registry of Interpreters for the Deaf) Certificate or equivalent. In lieu of RID certification, must have achieved a score of 4.0 or above on the EIPA (Educational Interpreter Performance Assessment), the ESSE-I/R (Educational Sign Skills Evaluation-Interpreter and Receptive), or the NAD/ACCI (National Assoc. of the Deaf/American Consortium of Certificated Interpreters)

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Salary Grade

Classified 24