SIGN LANGUAGE INTERPRETER/TRANSLITERATOR

General Purpose:
A Sign Language Interpreter/Transliterator is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Sign Language Interpreter/Transliterator performs a variety of sign interpreting assignments for students and teachers; tutors and provides assistance to students who are deaf or hard of hearing; and assists with the instruction and supervision of students.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:
- Assists with communication among deaf or hard of hearing students, teachers, and peers through the use of manually coded English and/or American Sign Language.
- Interprets students' and teachers' classroom work, test responses, recitations and reports into a form understood by all involved persons.
- Interprets films, records, tapes and other presentations using sign language.
- Accompanies students on field trips.
- Checks students' progress and assists with individual work assignments.
- Participates in Individual Education Plan (IEP) meetings.
- Assists with evaluating student progress and reviews of skill development.
- Researches sign language choice for subject matter vocabulary.
- Assists with developing communication skills, socialization, and playground skills.
- Maintains confidentiality to protect privacy of students, families, and staff.
- Adheres to the Professional Code of Conduct established by the Registry of Interpreters for the Deaf.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education, Experience, Required Testing:

Must possess Interpreter Certification with a score of 4.0 or higher on one or more of the following:
- Educational Sign Skills Evaluation (ESSE)
- Educational Interpreter Performance Assessment (EIPA) National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI)
- Registry of Interpreters for the Deaf (RID) National Interpreter Certification (NIC)
- Registry of Interpreters for the Deaf (RID)Certificate of Interpretation (CI)
- Registry of Interpreters for the Deaf (RID)Certificate of Transliteration (CT)

Experience as an Interpreter/Transliterator and/or completion of an accredited college level Interpreter training program is preferred.
Knowledge, Skills and Abilities:

- Knowledge of American Sign Language and Manually Coded English systems.
- Knowledge of basic behavior patterns and problems of deaf or hard of hearing students.
- Knowledge of hearing aids and FM systems.
- Knowledge of needs and behaviors of students with various racial, ethnic, and cultural backgrounds.
- Knowledge of educational progress of deaf or hard of hearing students.
- Knowledge of classroom procedures and techniques.
- Knowledge of instructional methods and techniques.
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Knowledge of mathematics.
- Comprehensive knowledge of the general child development behavior patterns, and problems of normal hearing and deaf and hard of hearing children and youth.
- Comprehensive knowledge of the specific behavior patterns, problems, and needs of students in classes to which assigned.
- Knowledge of deaf culture.
- Knowledge of instructional methods and techniques generally applicable to working with deaf and hard of hearing children and youth.
- Ability to interpret academic subjects at appropriate instructional level for students to whom assigned.
- Ability to gain the confidence of, and work effectively with deaf and hard of hearing students.
- Ability to maintain an understanding of the problems of deaf and hard of hearing children.
- Ability to effectively apply a variety of instructional methods and techniques for deaf or hard of hearing students.
- Ability to assist with learning activities.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with staff and students.
- Ability to effectively apply specialized training, education, and work experience in working with the problems and needs of students in Special Education Programs.
- Ability to use office equipment including computer terminals, telephones, copies and FAX.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Registry of Interpreters for the Deaf (RID) certification is desired.
- Must currently have or must obtain CPR/First Aid certification within 30 days of employment.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in a classroom and outside environment; continuous contact with teaching staff, students, and the public.
Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingerling and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 29.5

Reviewed and Approved:

Supervisor: [Signature] Date: 4-5-19

Human Resources: [Signature] Date: 4-5-19