

JOB DESCRIPTION  
March 2024

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**ASSOCIATE MANAGER, INTERPRETING**

**General Purpose:**

An Associate Manager, Interpreting is responsible to the County Superintendent and works under the supervision of the designated manager(s). The Associate Manager, Interpreting provides highly specialized interpretation services for staff in the Deaf Education Program; serves as a member of the educational team; provides interpreting services to facilitate communication in administrative and instructional settings and activities involving technical and specialized subject matter and vocabulary; supervises and evaluates the Educational Interpreting Team, supports the professional development of Educational Interpreters by providing and/or coordinating professional development opportunities; coordinates staff assignments to ensure interpretation services are provided to students and staff; provides assistance to students who are deaf; and assists with the instruction and supervision of students. This is a classified management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Perform daily work activities under the guidance of the appropriate manager.
- Facilitates the communication of administration, students, teachers, and others through the use of American Sign Language (ASL) and English.
- Supervises and evaluates the performance of assigned staff.
- Coordinates staffing to ensure students' interpreting needs are met; assigns Educational Interpreters to provide interpreting services to students participating in extracurricular activities; monitors daily staffing levels to ensure proper coverage.
- Provides interpreting services to facilitate communication in all administrative and instructional settings and activities involving specialized subject matter and vocabulary; uses specialized signs; accommodates requests for varied language preferences; interprets fast-spoken material; voices content accurately.
- Provides interpreting services for staff of the Deaf Education Program, including participation in meetings with staff, teams, and administration.
- Interprets informal conversations, telephone calls, and other verbal communications for assigned Deaf students/staff.
- Interprets for assigned student(s), staff, and parents at extracurricular activities, meetings, student orientations, workshops, and other related events.
- May interpret mainstream and self-contained classroom lectures, group discussions, movies, plays, videotapes, audio recordings, guest speakers, general classroom instruction, and extra-curricular activities.
- May accompany students on field trips.
- May assist with individual students' work assignments.
- Provides feedback and participates in Individual Education Plan (IEP) meetings as appropriate.
- Assists with evaluating student progress and skill development.
- Researches and collaborates with Educational Interpreters on sign language choice for subject matter vocabulary.

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- Assists students and staff with communication skills and self-advocacy across all educational settings.
- Maintains confidentiality to protect the privacy of students, families, and staff.
- Researches specific terminology and signs for appropriate materials and lectures.
- Serves as a resource to students and staff on appropriate interpreting services; serves as a positive liaison between Deaf Education Program participants and non-program participants; trains certificated and other staff members in simple signing methods as directed; enhances communication between staff and students.
- Supports the professional development of Educational Interpreters by providing coaching and guidance.
- Coordinates and provides professional development opportunities for Educational Interpreters and other staff.
- Coordinates and provides professional development to students and parents when assigned.
- Orients substitute staff to classroom routines and procedures and individual student needs as appropriate.
- Participates in ongoing professional development.
- Prepares, designs, and develops instructional materials to assist students in a learning environment under the direction of a certificated teacher as needed.
- Observes students and staff in special and general education settings and provides feedback to staff as necessary.
- May operate specialized communication equipment for students in the DHH program.
- 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**

- Completion of an accredited college-level interpreter training program is required.

#### **Experience**

- Minimum 3 years of educational interpreting required, 5 years or more preferred.

### **Knowledge, Skills, and Abilities:**

- Proficient in American Sign Language.
- Knowledge of hearing aids, cochlear implants, and FM systems.

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- Knowledge of students with various racial, ethnic, and cultural backgrounds.
- Knowledge of classroom procedures and instructional methods.
- Proficiency in English usage, spelling, grammar, and punctuation.
- Knowledge of PK-12 curriculum.
- Comprehensive knowledge of child development.
- Knowledge of Deaf culture and the social norms of Deaf/deaf students.
- Knowledge of bilingual instructional methods and techniques generally applicable to working with deaf students.
- Ability to interpret academic subjects in a conceptually appropriate manner for staff and students with diverse language abilities.
- Ability to collaborate with general education and special education teachers.
- Ability to assist with classroom learning activities and objectives.
- Ability to understand and carry out oral and/or written directions.
- Ability to establish and maintain cooperative working relationships with staff and students.
- Ability to effectively apply specialized training, education, and experience when working with diverse learners.
- Ability to use office equipment, including computers, telephones, and copiers.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an Educational Interpreter Performance Assessment (EIPA) or equivalent assessment certification with a score of 4.1 or higher.
- Must possess an Educational Interpreter Written Assessment or equivalent assessment certification with a pass/fail score of 75% or higher.
- Registry of Interpreters for the Deaf (RID) certification is preferred.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office, classroom, and outdoor environment; there is continuous contact with teaching staff, students, and the public.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing, some stooping, kneeling, crouching, reaching, handling, fingering, 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.

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- 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 in 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:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 18

Reviewed and Approved:

Superintendent:



Date:

3/20/24

Human Resources:



Date:

3/20/2024