

JOB DESCRIPTION
January 2023

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

EDUCATIONAL INTERPRETER

General Purpose:

An Educational Interpreter is responsible to the County Superintendent and works under the supervision of the designated manager(s). The Educational Interpreter provides voice to sign and sign to voice interpreting for students, staff and others to assist students in accessing their education; tutors and provides assistance to students who are deaf; and assists with the instruction and supervision of students.

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

- Facilitates the communication of deaf students, teachers, and others through the use of American Sign Language (ASL).
- Perform daily work activities under the guidance of the classroom teacher.
- Regularly collaborates with the classroom teacher.
- Accompanies students on field trips.
- Assists with individual work assignments.
- Provides feedback to the case manager and participates in Individual Education Plan (IEP) meetings as appropriate.
- Assists with evaluating student progress and skill development.
- Researches and collaborates on sign language choice for subject matter vocabulary.
- Assists students with developing communication skills and self-advocacy across all educational settings.
- Maintains confidentiality to protect the 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 the following:

- Educational Interpreter Performance Assessment (EIPA), or equivalent assessment certification with a score of 4.0 or higher.
- Educational Interpreter Written Assessment or equivalent assessment certification with a pass/fail score of 75% or higher.
- Completion of an accredited college-level interpreter training program is required.

Knowledge, Skills and Abilities:

- Proficiency 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 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 a diverse population of 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.
- Registry of Interpreters for the Deaf (RID) certification is preferred.
- 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, 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.
- 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.

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- 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: 31.5

Reviewed and Approved:

Supervisor: *Susan J Connolly*
Colleen Sattiny

Date: 1/18/2023

Human Resources: _____

Date: 1/18/2023