



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Educational Sign Language Interpreter/Tutor</b>	<b>#2237</b>
<b>SALARY PLACEMENT:</b>	<b>CSEA 1 Salary Schedule</b>	
	<b>Range 009</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION AND/OR TRAINING:**

Meet current State of California Department of Education Standards to qualify as a sign language interpreter in public education. Until State Standards are implemented the following qualifications will be in effect: 1) Equivalent of the completion of the twelfth grade; 2) Demonstrated proficiency reading, writing, and math skills at a level required for high school seniors; 3) Interpreter certification from a statewide or nationally recognized organization or certifying body e.g. Registry of Interpreters for the Deaf; RID, or ACCI/NAD level IV.

### **DESIRABLE EXPERIENCE:**

Successful experience interacting with youth, preferably handicapped youth. Interaction with the deaf community. Experience working in an instructional environment. Experience in the area of child development. Completion of a formal interpreter preparation program with a certificate of completion.

### **SUMMARY OF POSITION:**

Professionally support the mission of San Joaquin County Office of Education, in providing high quality delivery of educational services to all students. Under the direction of a Program Administrator, provides interpreting/transliteration services that effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary that facilitates communication between deaf and/or hard of hearing (D/HH), students and others; teachers, administrator, parents, students, counselors. To assist a teacher in providing instruction to deaf and hard of hearing students.

### **ESSENTIAL FUNCTIONS:**

Essential functions are:

- 1) Interpret for D/HH students who are educated in a variety of educational environments, general education, and special education continuum including early childhood natural environments, community based and vocational instruction.
- 2) Recognize and adjust interpretive language to match the student's preferred language and language mode to ensure that the student comprehends the interpretation.
- 3) Interpreter for parent conference, IEP meetings and other school-sponsored activities as needed.
- 4) Provide tutoring and instructional support to D/HH students to assist them in their classes to support the goals and objectives of the educational program.
- 5) Participate in educational team meetings and providing information on students' use of interpreting services and proficiency in communication.
- 6) Provide staff orientations on the use of an interpreter and his/her own knowledge and skill in interpreting through workshops, training, classes and professional organization memberships.
- 7) Maintain confidentiality about student information and communication content, as appropriate to the educational system.
- 8) Participate in meetings, conferences and in-service training programs as assigned.
- 9) Facilitate the on-going acquisition of sign language skills for students and staff.
- 10) Assist in data collection, maintaining records, class assignments and provide signing to assist in achieving IEP/IFSP goals and benchmarks; report student progress to assigned teachers.

- 11) Consult with classroom teachers to identify pupils in need of special assistance, identify unusual problems and report to teachers as appropriate.
- 12) Assist with the social development of students through communication, implementation of behavior support plans and appropriate modeling of behavior.
- 13) Work with teachers to develop ways of increasing interaction between deaf students and all peers.
- 14) Support the use of assistive technology, hearing aids, auditory trainers etc.
- 15) Maintain cultural awareness and sensitivity to different attitudes and life styles
- 16) Plan a program of professional development for improving job-related skills.
- 17) Perform other related duties as assigned.

**Knowledge of:**

- To be knowledgeable of a variety of sign languages and systems e.g. American Sign Language, Pidgin Sign English, Manually Coded English, Cued Speech.
- To draw on a broad spectrum of knowledge in the humanities, sciences, and the arts, often collectively called general studies.
- To utilize knowledge and good judgment on issues of ethics, culture and professionalism.
- To have knowledge of the educational implications, challenges and issues that face students with hearing impairment.
- Additional support services: Tutoring techniques and responsibilities; note-taking, use of visuals, specialized seating.
- Orientation to deafness: Information about teaching sign language and about deafness or hearing impairment for the lay person; referral sources on general topics relating to deafness; when, how, and to whom to make referrals, promoting an expanded communication environment for the deaf or hard of hearing student; fostering student participation in activities.
- Challenges and issues that face students with deafness and hearing impairment.

**Abilities to:**

- Utilize Visual English and American Sign Language and demonstrate ability to understand and to be understood by a variety of students at different age level.
- Facilitating communication between a student and the student's teacher that reflects a "sense of the whole message" rather than just a technically correct translation of the words used.
- Convey the different "registers" of the speaker e.g. degree of formality, range of emotion, directiveness, and discourse markers which indicate the comment is an "aside" or a sidebar to the main conversation.
- Interpreter should recognize when communication provided by the interpreter is or is not clearly understood by the student.
- Utilize appropriate signs from already known signs, to promote the understanding of concepts and words found in an academic setting, and research signs that are needed for the academic area.
- Demonstrate interpersonal and professional skills with the ability to interact effectively with peers, supervisors, children and parents, utilizing tact, patience and courtesy.
- Encourage student independence, including use of communication.
- Assist students in a positive, flexible and understanding manner.
- Modify and prepare instructional materials for the student as directed by the teacher.
- Understand and follow oral, signed and written directions.

- Speak, read and write clearly and distinctly.
- Provide instructional assistance to students in a variety of activities.
- Ability to learn the functions, procedures and limitations of assigned duties, as well as maintain a professional relationship with all students and families.
- Ability to successfully supervise student.
- Demonstrate on-going proficiency development in the area of sign language systems.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data in to a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Drive to a variety of locations.
7. Transport students to events when needed.
8. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work both indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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