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Adopted 2017-2018

Range: U

Classification: Classified

Job Description

Sign Language Interpreter (Certified)

DEFINITION

Facilitates communication between deaf or hearing-impaired students and teachers, staff members, and peers within an educational environment, using any of a variety of manual and verbal communication systems in a highly proficient manner reflecting the affect of the speaker and/or signer.

EXAMPLES OF DUTIES –*Not all inclusive*

- Interprets for deaf or hearing-impaired students in a variety of educational settings, including, but not limited to, classroom lectures and activities, group discussions, assemblies, and counseling sessions, using various sign language systems and voice interpretation at a normal conversational rate.
- Interprets a wide range of curriculum, including scientific and advanced placement topics. Confers with students, teachers and staff to develop new signs for technical subject matter.
- Consults with teachers, staff, students, and parents on the effective use of an interpreter.
- Interprets at off-district activities such as field trips, job interviews, and co-curricular activities.
- Provides voice interpretation for deaf or hearing-impaired individuals as needed.
- Participates in standardizing signs used in the educational setting.
- Collaborates, prepares, facilitates and conducts in-service ASL training sessions for instructional assistants, faculty members, and students. Conducts training of, and may mentor other interpreters.
- Performs various clerical and record keeping duties. Prepares or contributes to reports used for internal purposes and distribution to external oversight agencies.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills:

- The position requires specialized knowledge of expressive and receptive forms of sign language systems which may include American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English. Requires knowledge of interpreting strategies and techniques necessary to accommodate individual needs of students in a variety of educational settings. Requires knowledge of the foundational concepts of deaf culture. Requires knowledge of curriculum used in elementary through secondary schools. Requires sufficient human relation skills to exercise extreme patience when dealing with students and staff, and to convey technical concepts to others.

Abilities:

- Requires the ability to interpret and communicate fluently and with high proficiency (over 80% of content) in the sign language system appropriate to the individual needs of the students. Requires the ability to assess and adjust to students' language abilities and their preferred sign language system. Requires the ability to maintain confidentiality and impartiality when dealing with private and sensitive information. Requires the ability to convey information promoting the awareness of the unique needs of, and issues pertinent to, deaf or hearing-impaired persons. Requires the ability to express common technical and vernacular expressions used in the classroom in a clear manner. Requires the ability to demonstrate sensitivity to the communication process between deaf or hearingimpaired persons and the needs of the persons involved in that process. Requires the ability to speak and write English clearly and with proper structure.

EDUCATION / EXPERIENCE

- The position typically requires an Associate's degree, successful completion of a sign language interpreter training program, two years of experience in providing sign-to-English and English-to-Sign interpreting. Must have or obtain a valid certification by the Registry of Interpreters for the Deaf (RID) within twenty-four months of hire date. Additional higher education may substitute for experience.

WORKING CONDITIONS

Environment:

- Work is performed in classroom, office, and intermittent outdoor environments where minimal health and safety considerations exist.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.

- Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various locations on campus.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, keyboard, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions.

TERMS OF EMPLOYMENT

- 194 work days
- Six and a half (6.5) hours per day, five (5) days per week, according to the district schedule.

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.