

## **Madera Unified School District Classified Job Description**

### **Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter**

#### **Purpose Statement**

The job of Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter was established for the purpose/s of providing support to the educational process with specific responsibilities of: high quality sign-language services, communication among students who are deaf or hard of hearing and their peers, the classroom teacher, and other school personnel.

This job reports to Special Education Administration/ or Designee.

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#### **Essential Functions**

- Accompany and interpret for assigned students, using sign language interpreting, in all academic settings and school settings, including but not limited to, one-on-one settings, integrated classroom lectures, discussions, assemblies, and meetings with personnel for the purpose of implementing Individualized Education Plan (IEP) goals and other academic needs of the students and social peer interactions, including interpreting for peer to peer interactions during instruction, breaks, lunch, recess, and other extracurricular activities.
- Provide sign language interpreting for staff and parents, as needed; provide sign to voice and voice to sign interpretations as needed.
- Works in collaboration with the teacher, student, and/or other staff members to prepare for interpreting assignments by obtaining and reviewing future subject matter including but not limited to vocabulary and content knowledge to provide students access to high quality options and activities.
- Consult with the classroom teacher and Special Education Case Carrier on a regular basis.
- Adhere to the National Association of the Deaf-Registry of Interpreters for the Deaf Code of Professional Conduct and the District Board Policy.
- Perform non-interpreting related functions consistent with the interpreter's assignment when the function does not adversely affect the communication needs of the student.
- Provide tutoring and/or note taking and other support services, i.e. photocopying, typing, recordkeeping, when necessary and interpreting is not needed.
- Provide interpreting for extracurricular activities, parent meetings, back-to-school night, graduation, activities/meetings may extend beyond the school day.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Operate a variety of office equipment, including but not limited to, computer and assigned software applications.

- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

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

**SKILLS OF:** Operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

**KNOWLEDGE OF:** American Sign language and various sign systems; basic math skills, English grammar and composition; pre-school through high school academic courses; current developments, trends and techniques in the field of interpreting for the deaf; general needs, problems, learning styles, and requirements of deaf and/or hard of hearing students; National Association of the Deaf-Registry of Interpreters for the Deaf (NAD-RID) Code of Professional Conduct; problems and concerns of students with special needs; proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication; State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/ or instructional area; theoretical and technical aspects of field of speciality.

**ABILITY TO:** Relate to the needs of students (preschool through adult) of different ethnic, cultural, educational and socioeconomic backgrounds; work independently with little direction; analyze situations accurately and adopt an effective course of action; assist certificated staff with instruction and related activities of a deaf and/ or hard of hearing learning environment; interpret/translate using American Sign Language and/ or other sign system required by the student; maintain routine records; perform clerical and supportive tasks for instructional personnel; perform translating, tutorial services and interpreting services for deaf and hard-of-hearing students; understand and follow sign, oral and written instructions; understand and relate to children with special needs; communicate effectively orally and/or sign and in writing; drive a vehicle to conduct work; interpret, apply, and explain rules, regulations, policies and procedures; maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards; safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards; work confidentially and with discretion; work independently with little direction.

**PHYSICAL ABILITIES:** Ability to interpret for extended periods of time; ability to use sign language throughout the work day; dexterity of hands and fingers to sign and finger spell; continuous use of elbows; bending at the waist, kneeling or crouching; climb or balance; eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to the fine print; hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns; manual dexterity and coordination sufficient to operate office and/or classroom equipment; sitting, standing and/or walking for extended periods of time; use hands to handle and/or feel; reach with hands and arms.



## Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

## Minimum Qualifications

Experience Three years of experience interpreting for Deaf or Hard of Hearing in an educational setting is preferred.

Education High School diploma or equivalency.

### **AND:**

Completion of forty- eight units from a nationally accredited college or university, or A.A. degree or higher; or the passage of a local assessment, which meets the requirements of the federal No Child Left Behind Act of 2001.

Must obtain valid CPR and First Aid certifications within six months of employment. Failure to do so, will result in termination.

### Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

### Certificates

Valid CDL

Valid First Aid and CPR Certificate

Certified by Registry of Interpreters for the Deaf (RID), or have achieved a minimum score of 4.0 or above on the Educational Sign Skills, Evaluation-Interpreter (ESSE-1) the Educational Interpreter Performance Assessment (EIPA), the American Consortium of Certified Interpreters (ACCI), or the National Association of the Deaf(NAD) assessment.

### Continuing Educ./Training

Maintain as needed

### Clearances

DOJ/FBI Background

TB Clearance

Physical Demands (A)

### FLSA Status

Non Exempt

### Approval Date

### Salary Range

Classified Salary Schedule – Range 59