

CERTIFIED SIGN LANGUAGE INTERPRETER

BASIC FUNCTION:

Under supervision, to perform interpreting, translating, and tutorial services for students who are deaf or have severe hearing impairments; to instruct students using appropriate manual communication; to assist instructional personnel in the conduct of intensified learning experiences; to perform work as a community liaison; to perform clerical and supportive tasks for instructional personnel; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

The Sign Language Interpreter - Deaf/Hard of Hearing classification is assigned to the designated administrator of Special Education and the site Principal.

ESSENTIAL JOB FUNCTIONS:

1. Performs specialized duties requiring the application of and proficiency in accepted and designated sign languages such as Manually Coded English, Pidgin Sign Language, American Sign Language, and finger spelling for extended periods of time.
2. Aids students by translating a variety of instructional exercises, and by presenting various instructional materials designed to enhance the learning process.
3. Translates instructional directions to students and enhances communication between student and teacher.
4. Tutors and interprets for individual and small groups of students to reinforce and follow up instructional concepts.
5. Assists students with study activities in carrying out the various aspects of their individual educational plan.
6. Interprets and translates for assigned deaf/hearing impaired students at extracurricular activities/events.
7. Supervises students going to/from bus or other modes of transportation; interprets and handles disciplinary problems as directed and in accordance with established guidelines.
8. Reports student progress toward the accomplishment of performance contract objectives.
9. Assists in the shaping of appropriate social behaviors.
10. Prepares and assists in the preparation of a variety of learning materials and learning aids.
11. Maintains a variety of records and files that may include student records and information.
12. May operate and assist students in the operation of a variety of instructional media machines and specialized equipment for the hearing impaired.
13. Audits a student's mainstreamed classroom experiences and reports student progress to special education instructional personnel.
14. May requisition, distribute, and maintain an appropriate inventory of textbooks, instructional materials, supplies, and equipment.
15. Performs a variety of routine clerical functions.
16. Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS:

1. High school diploma or equivalent education.
2. Demonstrated successful training or coursework in manual communication, instructional technology, and subject matter areas applicable to the education of the deaf/hearing impaired.
3. Possession of a valid California Motor Vehicles Operator's License.
4. Knowledge of basic concepts of child growth and development, and developmental behavior characteristics of the deaf/hearing impaired.
5. Knowledge of student behavior management strategies and techniques.
6. Knowledge of appropriate English usage, punctuation, spelling, and grammar.
7. Knowledge of manual communication language appropriate to the assignment.

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8. Knowledge of routine record management, storage, and retrieval systems.
9. Ability to demonstrate an understanding, patient, and receptive attitude toward deaf/hearing impaired students.
10. Ability to effectively and efficiently tutor and instruct students in academic subject areas common to a school setting.
11. Ability to understand and carry out oral and written directions.
12. Ability to establish and maintain cooperative working relationships.
13. Ability to communicate effectively in oral and written form, and using appropriate manual communication language.
14. Ability to perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
15. Ability to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED:

Certification at a level 4 or higher from a California State Recognized interpreter certifying agency: ACCI (American Consortium of Certified Interpreters), NAD (National Association of the Deaf), CID (Central Institute for the Deaf), Educational Sign Skills Evaluation from the SEE Center.

TB Test Clearance; Criminal Justice Fingerprint Clearance; Bloodborne Pathogen Training; Possession of a valid, appropriate California Driver License; Pass CNUSD Proficiency Exam (NCLB) in English Language, Math and the Ability to Assist in Instruction.