Sequoia Union High School District
Job Description

**JOB TITLE:**  American Sign Language Interpreter

**REPORTS TO:**  Administrative Vice Principal

**CLASSIFICATION:**  Classified

**SALARY SCHEDULE:**  20.0 – OT&P

**WORK - YEAR / HOURS:**  6 hours / 9 months

**LOCATION:**  Various

**BOARD APPROVAL:**  04/05/17

**DEFINITION**
Under the daily supervision of a certificated teacher, assist with reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment by performing translating, tutoring and interpreting services.

**DUTIES AND RESPONSIBILITIES**
(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

- Assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment by performing translating, tutorial and interpreting services.
- Monitor and oversee student drills, practices and assignments in various subjects.
- Confer with the teacher concerning lesson plans and materials to meet student needs.
- Assist students by interpreting a variety of instructional assignment.
- Interpret instructional directions to students and facilitate communications between student and teacher.
- Interpret class lectures, discussions, and social interactions with other students; and interpret written communications as necessary.
- Interpret spoken language into sign language and sign language into spoken language.
- Tutor and interpret for individual and small groups of deaf and hard of hearing students to reinforce and follow-up instructional concepts utilizing sign language, miming and manual communications techniques.
- Assist students in completing classroom assignments, homework and projects in various subject areas, in the SDC and in mainstream classrooms.
- Accompany students into and interpret for mainstreamed classes as needed.
- Assist with reading activities; assist students with letter and word recognition and comprehension.
- Assist students with spelling and writing exercises and assignments; assist students with developing sign language skills.
- Utilized sign language to explain concepts related to various subject areas; explain to assure student understanding of classroom assignment and homework instructions.
- Assure student understanding of classroom rules and procedures; assist assigned teacher with the implementation of lesson plans and development of educational goals and strategies.
• Assist students by answering questions, by providing proper examples, emotional support, and general guidance; assist with the development and implementation of Individual Education Plans (IEP’s) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.
• Maintain various records and files related to students’ discipline, grades and assigned activities.
• Escort students to and from classes and other locations as assigned; assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.
• Effectively communicate with administration, staff and various outside agencies to exchange information and resolve issues and concerns.
• Provide interpreter services for IEP’s, substitutes and others as directed.
• Knowledge of principles and practice of sign language communication; general needs, problems, learning styles and requirements of deaf and hard of hearing students.
• Other clerical or paraprofessional duties as assigned by supervising teacher.

QUALIFICATIONS

Education/Training Experience
• Any combination equivalent to graduation from high school supplemented by college-level source work in sign language and two years experience as an interpreter for the deaf or hard of hearing.
• Proficient in American Sign Language, signing exact English and various other assigned sign systems.
• Knowledge of principles and practice of sign language communication; general needs, problems, learning styles and requirements of deaf and hard of hearing students.
• Knowledge of current developments, trends and techniques in the field of interpreting for the deaf; knowledge with emotional/social development of HOH/Deaf Students.
• Safe practices in classroom activities; the ability to understand and interpret basic subjects taught in high schools including arithmetic, reading writing, grammar and spelling.
• Demonstrated ability in basic instructional methods and techniques; classroom procedures and appropriate student conduct.
• Basic working knowledge of computers and various office equipments such as copiers; the ability to alphabetize and file.
• Communicate effectively both, in verbal and written language.
• The ability to multi-task in a busy environment.
• Minimum of 48 units in an institution of higher education.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

• Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
• Hearing and speech ability sufficient to enable communication by telephone and in person.
• Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
• Physical ability to reach, bend and grasp in order to file and retrieve materials.
• Physical ability to sit or otherwise remain stationary or stand at work post for long periods.
• The ability to lift up to 20 pounds.
• Noise level in working environment moderate.
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<th>OTHER REQUIREMENTS</th>
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<td>▪ Department of Justice fingerprint clearance.</td>
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<td>▪ Evidence of Tuberculosis clearance.</td>
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<tr>
<td>▪ May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.</td>
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The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.