



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.

OTHER REQUIREMENTS

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.
- May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

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.