

JOB DESCRIPTION
Grossmont Union High School District

INTERPRETER FOR THE DEAF

Purpose Statement:

The job of Interpreter for the Deaf is done for the purpose/s of providing interpreting and other support services for students with hearing impairments; assisting students, teachers and parents in communicating and serving as a resource to other school personnel requiring communication or cultural assistance with hearing impaired persons. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Director, Special Education

Essential Functions

- Assesses classroom, assembly hall, and other room setups (e.g. noise level, visibility, etc.) for the purpose of ensuring proper setup to facilitate hearing impaired students' learning.
- Assist in adapting classroom work/homework materials for the purpose of providing voice to sign and sign to voice support and/or reinforcing classroom objectives.
- Assists teachers in identifying special needs of students who are deaf and hard of hearing for the purpose of recommending environmental changes to enhance instruction.
- Attends academic and vocational education classes with hearing impaired students for the purpose of providing expressive and receptive interpretation/transliteration of teachers' lectures, instruction for completing assignments or projects and audio portions of classroom media aid.
- Attends meetings as required for the purpose of providing expressive and receptive interpretation/transliteration.
- Interprets for teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives/goals.
- Interprets or transliterates for hearing impaired staff members for the purpose of facilitating communication at meetings and/or with teachers, students and parents.
- Maintains a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Provides teachers with input for the purpose of assisting in evaluation of students' progress and/or students' individual education plan.
- Recruits hearing students for the purpose of serving as note takers for deaf students.
- Responds to inquiries from staff and/or students for the purpose of providing information and/or direction as may be required.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in instructional media machines and specialized equipment for the hearing impaired; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate sign vocabulary for high school educational environments; philosophies and purposes of including students who are deaf or hard of hearing in general education classes; effective and efficient American Sign Language, Signed English or oral interpreting systems for the hearing impaired; and expressive and receptive interpretation/transliteration.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and signing fluently in various settings.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 15% walking, and 35% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Certificate from Registry of Interpreters for the Deaf/ or equivalent A.C.C.I, E.I.P.A. A.S.S.E.
Completion of 360 hrs as GUHSD Interpreter for the Deaf (Trainee)

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 46