

Title:	Educational Interpreter	Reports To:	Site Administrator and/or Director of Special Education	
Department:	Varies	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	182	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Group XIV <input type="checkbox"/> CSEA 860	

DEFINITION

Under general supervision, provides comprehensive interpretation/translation services of educational and general information for individual and small groups of students who are deaf, hard of hearing, or have other communication disorders; may provide instruction to students who are deaf or hard of hearing in various subject-matter areas to assist in implementing student Individualized Education Plans (IEPs); observes, monitors, and records student performance and behavior; performs functions in support of classroom activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Site Administrator and/or general direction from the Director of Special Education. Exercises no supervision of staff. Receives functional direction from assigned classroom teacher.

ESSENTIAL FUNCTIONS

- Attends academic classes and other student activities with deaf and hard of hearing students to interpret/translate educational information, classroom discussions, announcements, events, performances, and activities through the use of total communication methods for the deaf.
- Works with assigned students in various subject matter areas to reinforce class lessons, implement student Individualized Education Plan (IEP), improve skill levels, test preparation, and assist students in completing class and homework assignments; works with students in small groups or on an individual basis on academic and functional skills using structured lesson plans, exercises, and other approved strategies; assists in supervising and monitoring students during classroom and recreational activities.
- Observes, monitors, and records student performance and behavior; communicates student's learning needs to the case manager or teacher; collaborates on strategies, accommodations, and activities to address student needs; provides summary of behavioral data for input into IEP meetings; may attend IEP meetings for the student upon staff request.

- Assists in administration of student benchmark and strategic and progress monitoring testing, including preparing materials, administering and scoring test; monitors progress towards goals; prints monitoring report for student cumulative files.
- Assists in managing student behaviors in the classroom and other school and community settings; assists in conflict resolution; facilitates and supports social interactions and fosters development of positive relationships between students with disabilities and their non-disabled classmates; learns and implements behavior support plans.
- Corrects and records tests, papers, and homework assignments.
- Supervises and facilitates interaction and communication with peers and adults during class activities including lunch breaks, field trips, community activities, and on the playground; accompanies students to restrooms, bus stops, offices, and other school locations as needed.
- With teacher guidance and direction, prepares educational materials and homework packets.
- Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students.
- Performs general clerical duties; prepares, organizes, and maintains student classroom records and files.
- Assists students in a respectful and professional manner.
- May provide personal assistance to students with special and daily activities, including toileting, diapering, grooming, dressing, basic food preparation, and eating.
- Communicates and interacts with parents, staff, and the public as directed by supervisor.
- Attends a variety of meetings and training sessions as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of communication for the deaf and hard of hearing including American Sign Language.
- Signing Exact English and expressive finger spelling as required in the student IEPs.
- Appropriate roles and individual responsibilities relating to interpreting for deaf and hard-of-hearing persons.
- Deaf cultural values and general issues in the field of deafness.
- Resources available to sign language interpreters and translators in order to improve knowledge.
- Methods and practices of child guidance, especially as they relate to implementation of IEPs.
- Working knowledge of the Americans with Disabilities Act.
- Current trends and development in the field of interpreting for the deaf and hard of hearing.
- General subject matter areas, which may include a higher level of mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
- Use and operation of various assistive devices for the deaf and hard of hearing.
- Office practices, methods, and computer equipment and applications related to assigned work.
- Basic principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Effective practices dealing with parents/guardians, students, and District staff.

Ability to:

- Interpret messages spoken by hearing people into American Sign Language and other formats, interpreting every word at the speaker's speaking rate up to appropriate grade level curriculum.
- Interpret messages signed by deaf and hard of hearing people into English, including the ability to read lips, and create original signs for unknown or unusual terms/words.
- Understand assigned subject matter areas at a level sufficient to ensure the use of proper terminology and signs, logical sequence of ideas, and overall continuity of interpretation.
- Assess individual situations to determine the needs of each deaf or hard-of-hearing student, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself.
- Adhere to the Registry of Interpreters for the Deaf Code of Professional Conduct.
- Attend and participate in various workshops in order to improve interpreting/transliterating skill.
- Learn to use the variety of assistive devices/equipment used to assist students with disabilities.
- Support and engage students in positive learning in a classroom or other learning environments.
- Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
- Learn and apply individual goal oriented student instructional plans.
- Learn and understand the organization and operation of the worksite/District as necessary to assume assigned responsibilities.
- Learn worksite/District first aid procedures.
- Assist teacher in supervising and managing student behavior according to approved policies and procedures.
- Perform clerical work with accuracy in support of the assigned student(s).
- Maintain assigned work area in a clean, safe, and secure manner.
- Understand and follow oral and written instructions.
- Operate office equipment including computer equipment and programs related to the assigned student(s).
- Organize work and meet critical deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Adapt to changing work priorities; communicate with diverse groups; foster positive relationships; maintain confidentiality; work as part of a team; exhibit tact, patience, kindness, and a positive attitude.

Education and Experience:

- Completion of at least 48 semester units of study at an accredited institution of higher education; OR
- Possession of an Associated Degree or higher from an accredited institution of higher education; OR
- Demonstration of a rigorous standard of quality through a state or local assessment including knowledge of and the ability to assist in instruction in reading, writing, and mathematics; AND
- A score of 4.0 or above on the Educational Interpreter Performance Assessment, the Educational Sign Skills Evaluation-Interpreter and Receptive, or the National Association of the Deaf/American Consortium assessment as well as an internship in a special education class or experience interpreting/translating for deaf and hard of hearing children.

Licenses and Certifications:

- Registry of Interpreters and/or National Association of the Deaf certification(s)

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	F		Lift/carry 0-10 lbs	F
Twist	F		Lift/carry 11-25 lbs	I
Squat	F		Lift/carry 26-40 lbs	O
Kneel	F		Lift/carry 41-100 lbs	N
Climb	F		Stand	F
Reach above shoulder	O		Walk	F
Grip/Grasp	I		Sit	F
Extend/Flex Neck	O		Drive	O
Use Dominant Hand	F		Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	F		Keyboarding/Mouse Work	I
Ability to See	F		Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees primarily work in a classroom and/or office environment and are frequently exposed to loud noise levels and controlled temperature conditions. Employees may work outdoors where they are exposed to cold and/or hot temperatures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.