



For the future of every student

CLASS TITLE: LEAD EDUCATIONAL SIGN LANGUAGE INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned supervisor, lead, oversee and participate in providing interpretation services for deaf and hard-of-hearing students, faculty, staff and parents in a variety of settings to facilitate communications between students, faculty, staff, administrators and others; serve as a liaison and coordinate interpretation communications, services and schedules; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead, oversee and participate in providing interpretation services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others; coordinate interpretation services to meet District needs; monitor, evaluate and adjust interpretation services in response to student, faculty, and other educational needs.

Oversee and participate in interpreting and providing transliteration for individual or small groups of deaf and hard-of-hearing students to reinforce and follow-up instructional concepts in various subject areas utilizing sign language or other methods of communication; interpret from spoken language into sign language and from sign language into spoken language.

Serve as a liaison and coordinate interpretation services, communications and information; confer with students, teachers, staff, parents and administrators concerning instructional functions, interpretation services, educational progress and related issues, needs and activities; resolve interpretation issues and conflicts in a proper and timely manner.

Train and provide work direction and guidance to assigned personnel; develop and update employee schedules to meet student and staff needs and requests; provide input concerning employee evaluations; assign employee duties and review for compliance with established guidelines and procedures; review and verify accuracy of time sheets; schedule and place substitutes as needed.

Serve as a technical resource to staff, faculty, students, administrators and others regarding interpretation services; respond to inquiries and provide detailed and technical information regarding related goals, objectives, standards, principles, practices, laws, codes, rules, regulations, policies and procedures; receive and coordinate response to interpretation requests.

Interpret information simultaneously during classroom or other presentations and activities; interpret questions, responses, comments, explanations and other communications between students, faculty, staff and others; facilitate and support student participation and communications in social interactions; monitor and adjust interpretation in response to student comprehension.

Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard-of-hearing students in support of educational programs and instructional activities; utilize appropriate register to express the language, meaning and intent of the speaker.

Coordinate and provide interpretation services for various events and activities such as classroom activities, meetings, conferences, phone calls, workshops, award ceremonies, counseling functions, field trips, assemblies, sports events, student clubs, staff presentations, back to school night and graduation ceremonies.

Serve as a member of IEP teams for deaf and hard-of-hearing students; observe, evaluate and provide technical input regarding student use of interpretation services and related issues, needs and progress; present observations to staff, faculty, parents and administrators; recommend changes to IEPs; collaborate with IEP team members in assessing and responding to student needs.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned faculty with the implementation of lesson plans; assist with clarifying lesson plans for students as needed; assure students, teachers, staff and others receive accurate communications.

Maintain current knowledge and update staff concerning technologies, workshops and events related to interpretation services and deaf and hard-of-hearing services; request funding and coordinate registration for workshops and staff development activities as needed.

Review and evaluate lesson plans and instructional materials and remain current on specific sign language vocabulary in preparation for classroom activities and interpretation services.

Provide interpretation services for deaf and hard-of-hearing staff members as needed.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities and lunch periods as required; report progress regarding student performance and behavior.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

Communicate with staff, parents and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office and classroom equipment such as copiers, audio-visual devices, computers and assigned software; utilize specialized equipment for deaf and hard of hearing students such as assistive listening devices; drive a vehicle to conduct work.

Compile information and prepare and maintain various records, reports and files related to students, personnel, instructional activities and assigned duties; distribute, collect and process interpretation service request forms.

Oversee activities and projects of the Deaf & Hard-of-Hearing center as directed; coordinate the set up of video relay services; inventory, order and maintain interpretation supplies and equipment.

Coordinate, arrange, attend and participate in various in-services, mentoring activities, workshops and other training activities as required; assign subordinate staff to meetings or workshops as needed.

Assist in the evaluation of signing skills of new hires and make recommendations for signing stipends for Paraeducator aides with signs skills and for placement of aides and educational interpreters.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language, sign vocabulary and various other assigned sign systems.
General needs, problems, learning styles, and requirements of deaf and hard of hearing students.
Current developments, trends and techniques in the field of interpreting for the deaf.
Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
Professional Code of Conduct for Interpreters.
Basic instructional methods and techniques.
Applicable laws, codes, rules, regulations, policies and procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Child guidance principles and practices related to deaf and hard of hearing children.
Principles of training and providing work direction and guidance.
Classroom procedures and appropriate student conduct.
Safe practices in classroom and playground activities.
Operation of standard office and classroom equipment including a computer.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.

ABILITY TO:

Lead, oversee and participate in providing interpretation services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others.
Serve as a liaison and coordinate interpretation services, communications and information.
Coordinate interpretation services to meet District needs and requests.
Train and provide work direction and guidance to assigned personnel.
Develop and update employee schedules to meet student and staff needs and requests
Observe, evaluate and provide technical input regarding student use of interpretation services and related issues, needs and progress.
Interpret information simultaneously during classroom or other presentations and activities.
Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard-of-hearing students.
Sign and voice rapidly and accurately using oral and manual forms of communication to provide verbatim or paraphrased interpretations.
Convey abstract concepts and technical terminology in American Sign Language.
Assist in evaluating signing skills of new hires and make recommendations for stipends as requested.
Understand and relate to deaf and hard of hearing students.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little direction.
Operate standard office and classroom equipment including a computer and assigned software.
Plan and organize work.
Observe health and safety regulations.
Prepare and maintain various records and reports.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Possession of a High School Diploma or a GED

AND

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

Additional experience demonstrating the ability to provide training and direction to Educational Sign Language Interpreters. Typically, this would be gained through two or more years experience and an educational sign language interpreter.

LICENSES AND OTHER REQUIREMENTS:

Candidates must possess valid certification issued by the national Registry of Interpreters for the Deaf, having achieved the score on the Educational Interpreter Performance Assessment, the Educational Sign Skills Evaluation-Interpreter, or the National Association of the Deaf/American Consortium of Certified Interpreters assessment as required under California State Law; or have met comparable requirements. Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to sign for students.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and interpret the sign language of others.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching to assist students.

Approved by Personnel Commission:	06/18/2008
Revised:	04/15/2009
Revised:	10/17/2012