

INSTRUCTIONAL ASSISTANT - INTERPRETER (DEAF/HOH)

DEFINITION:

Under daily direction of a classroom teacher and general supervision by the school Principal or designee, performs paraprofessional instructional activities utilizing, sign language to communicate/translate/interpret verbal and educational information or instructions; uses Total Communication techniques including, but not limited to Signed Exact English (S.E.E.), American Sign Language (A.S.L.), English gestures, visual imagery/pictures; performs associated clerical and supportive tasks; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by requiring the ability to communicate with deaf and hard of hearing students using appropriate sign language (A.S.L. or S.E.E.) and other communication skills as required by the students Individual Education Plan. Incumbents may be assigned to sign and interpret for a student being main streamed or may assist in a Deaf/Hard of Hearing classroom.

EXAMPLES OF DUTIES:

Using total communication techniques: works with students individually and/or in groups tutoring, reinforcing, following-up on learning activities; *E*

Translates oral or written English using sign language; *E*

Interprets for a classroom teacher when assisting a single or small group of main streamed deaf/hard of hearing student(s); *E*

Guides, instructs and/or provides examples to students in a variety of areas, including physical development and fitness, communication, personal hygiene, academic learning, vocational skills, individualizing instruction in accordance with established guidelines and modeling certificated staff teaching patterns; *E*

Assists students to learn normal oral speech patterns by helping them produce sounds, words and sentences; *E*

Assists students to learn sign language; *E*

Assists in preparing and utilizes a variety of instructional materials according to instruction/guidance of certificated staff; *E*

Supervises student activities, including outdoor exercise and on field trips;

Helps students relate to others who are not handicapped;

Assists students in improving their self-reliance;

Assists students in learning to be aware of their personal appearance, and be responsible for their personal needs;

May operate a wide variety of office equipment;

E denotes an essential function of the job.

Keeps records, orders supplies and keeps inventories;

Consults with certificated staff regarding student progress and behavior;

Assists in maintaining a disciplined, neat, orderly and attractive learning environment;

May be called upon attend meetings to utilize interpreting skills in various contacts with parents and others in a school environment;

SUPERVISION:

General supervision is received from the school principal or designee. Daily direction is provided by a certificated Special Education Teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, practices and terminology used in the instruction of deaf and/or hard of hearing students, including knowledge of academic subject matter at a level sufficient to ensure proper use of terminology and signs, logical sequence of ideas and overall continuity of an interpretation;

Methods, practices and techniques involved in using total communication for instruction;

Current developments, trends, techniques in interpreting for the deaf and hard of hearing;

General needs and behaviors of deaf and hard of hearing children;

Modern office equipment and procedures;

Appropriate English usage, reading, writing, speaking, spelling, grammar and punctuation skills;

Basic record-keeping procedures;

Basic math.

Ability to:

Interpret to students written and verbal educational materials utilizing total communication skills;

Translate sign language into oral English;

Motivate students to participate in learning activities;

Develop and/or modify instructional materials to meet the needs of deaf and/or hard of hearing students;

Learn to instruct following modeling of certificated teaching staff assigned;

Learn and apply District and School policies and procedures;

Determine and retain privileged communications;

Establish and maintain accurate records;

Establish and maintain effective working relationships;

Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and pass the Instructional Assistant Competency Examination. Completion of course work in interpreting for the deaf is desirable. Prior experience as an interpreter for the deaf, using expressive and receptive forms of manual and oral methods of communication is highly desirable.

LICENSES REQUIRED:

Some positions may be required to possess a valid and appropriate California Driver License. Certification at Level 4 is required by July 1, 2009 in accord with State regulations. The following Certifications or Evaluations meet the State requirements:

- Registry of Interpreters for the Deaf (RID) Certification, Or
- American Consortium of Certified Interpreters (ACCI), Level 4 or above Certification, Or
- National Association of the Deaf (NAD) Certification, Level 4 or above, Or
- Cued Speech TEC Unit Certification, Or
- Educational Sign Skills Evaluation Interpreter (ESSE-I), Level 4 or above, Or
- Educational Interpreter Performance Evaluation (EIPA), Level 4 or above.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits, stoops, bends, and reaches over head; constantly uses fingers on both hands, twists wrists and uses body and facial expressions for signing and total communication; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment and to see students signing; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a classroom and/or playground environment, with guidance from a classroom teacher and/or available site administrator. Employment contingent upon passing a physical and back evaluation test.

Last Revised 9/14/06

Reviewed with no revisions 4/26/07

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