



Chris Hartley, Ed.D.
Superintendent

Humboldt County Office of Education

SIGN LANGUAGE INTERPRETOR

Position Summary

Under the general supervision of the Director of Special Education, serve as the facilitator of communication between students, teachers and others; interpret from spoken and written English to sign language for DHH individuals and sign language to voice for English speakers. Sign language interpretation can occur in a variety of settings including classroom instruction, and other school related activities including school events and meetings.

Duties and Responsibilities

- Provide interpretive assistance to facilitate communication between deaf and hard of hearing students, student peers and instructors
- Tutor DHH students in various subjects
- Utilize sign language and other appropriate systems to interpret classroom lessons and assignments
- Interpret lectures, assemblies and other school related activities for particular students
- Modify curriculum and prepare materials to meet the needs of DHH students
- Establish and maintain rapport with students and school staff
- Directs learning activities in the classroom under the direction of the teacher
- Conveys auditory environmental stimuli to deaf/HH students including bells, alarms, computer signals etc.
- Takes notes in general education classes and re-writes notes if required.
- Participates with a team in the implementation of behavioral and/or treatment plans
- Interprets for deaf participants at meetings and school related activities
- Monitors student progress and completes records accurately
- Participate in staff development events and trainings
- Perform related duties, as assigned.

Employment Standards

Knowledge of:

- Proper English usage, grammar, vocabulary, spelling and punctuation
- American Sign language and interpreting skills including sign to voice, voice to voice sign and transliteration ability.;
- Registered Interpreters for the Deaf (RID) Code of Ethics;

- Basic concepts of child growth, development and behavior characteristics, particularly pertaining to the needs of deaf or hard of hearing individuals.
- General classroom procedures, purposes, goals and methods of education
- Positive discipline and behavior management techniques
- Operation of assistive equipment and devices

Ability to:

- Establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work;
- Maintain the highest level of confidentiality in all matters relating to students;
- Communicate effectively in English language both orally and in writing;
- Physically participate in activities both inside and outside the classroom such as: vocational training, recreational activities and field trips;
- Use correct procedures for lifting and correctly positioning of student in specialized equipment when necessary;
- Operate a variety of office machines including copier and computers;
- Exercise sound judgement and work independently without close supervision;
- Be flexible with a positive attitude and possess excellent interpersonal skills;
- Work under varying degrees of stress;
- Be physically agile and possess sufficient strength and stamina to work with children and adolescents;
- Learn laws, rules, practices and procedures related to public education for children and related to the program to which assigned.
- Accept periodic changes in assignment to different school locations and a variety of students
- Learn and adapt to new procedures and conditions.

Minimum Requirement

- High School diploma or equivalent
- Possess a Registry of Interpreters for the Deaf (RID) or Educators Interpretive Performance Assessment (EIPA) equivalent test score certification of 4.0 or above;
- Education or experience related to working with individuals with hearing impairments in educational setting preferred;
- Possess a valid California Driver License;
- Meet the psychical requirements necessary to perform assigned duties effectively;

Requirements

- Must be fingerprinted with a satisfactory DOJ records check
- TB testing will be required upon employment
- Must have normal Vision, corrected or uncorrected
- May be required to obtain first aid and CPR certificates within first 6 months of employment
- May be required to drive for work. Must have a current CA driver's license and proof of insurance.

License, Certificate and Testing Requirements

- Valid certificate of competency from a California Department of Education approved organization at Level 4.0 or above or equivalent;
- Possess a valid California driver license and maintain insurability.

Physical Requirements

- See, read and distinguish colors on a computer screen, educational materials, books and other printed mater, with our without vision aids;
- Hearing and speaking to exchange information
- Speaking so that others may understand at normal levels and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard and other equipment
- Sitting, standing , walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height;
- Move quickly on uneven terrain, play yards and school grounds.

Personnel Commission Approved 11/13/2018