

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: EDUCATIONAL INTERPRETER (Deaf and Hard of Hearing)

DEFINITION: Under the direction of the Director of Student Services, assists students with special needs in the areas of deaf and hard of hearing by interpreting and providing instructional support in the classroom, during community based instruction, and at other school and extracurricular related activities

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Communicate and provide instructional support through sign language and auditory/oral approach
- Sign vocabulary specific to each class and at the student's level of understanding • Interpret communication with adults and other students using sign language in all school environments
- Assist teachers for the purpose of implementing lesson plans and other classroom activities
- Facilitate communication between student(s) and general education teachers, hearing peers and adults
- Take classroom notes
- Convey auditory sounds including bells, alarms, computer signals, etc. • Supervise students on and off the bus, at recess, lunch, on field trips or as otherwise directed by the teacher
- Maintain routine informational and operational records, correspondence, forms and reports
- Prepare reports of work completed and materials used
- Conduct learning experiences for students with guidance of teacher • Maintain discipline standards established by the school and/or district • Meet and work with assigned students at the area designated by the teacher
- Stimulate children's emotional and intellectual development
- Photocopy teaching materials as needed
- Prepare bulletin boards, charts and displays as instructed.
- Attend school meetings and workshops as assigned by the Director of Student Services
- Assist in maintaining a safe and healthful environment
- Assist with first aid as needed
- Student toileting, diapering, and feeding if required
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Manually coded English (SEE, Signed English, and/or PSE) and American Sign Language (ASL), including finger spelling and simultaneous interpreting • Deaf culture
- Guidelines of Professional Conduct for Educational Interpreters
- Assisted listening devices including personal hearing aids

- Defined academic subject matter
- Proper English usage, spelling, grammar, and punctuation
- Basic arithmetic

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- Safety practices in group or individual activities
- Modern office equipment and instructional technology

Ability to:

- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities
- Participate in activities outside the classroom such as vocational training and community based instruction, mainstreaming, recreational activities and field trips
- Establish relationships with students
- Develop and maintain cooperative working relations with those contacted in the course of work
- Analyze situations accurately and use an appropriate course of action
- Correctly lift and position students on/in specialized equipment
- Work independently on own initiative
- Perform and/or participate in special areas of instruction
- Speak and write effectively in English
- Maintain accurate records
- Perform CPR/First Aid when necessary
- Maintain confidentiality

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience that would demonstrate possession of the knowledge and abilities listed herein
- Educational Interpreter Performance Assessment (EIPA), the Educational Sign Skills Evaluation: Interpreter/Receptive (ESSE-I/R), or the National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI): Requires a minimum score of 3.0. If receptive and expressive scores are listed separately one score must be a minimum of 3.0 and the other score must be at least a 2.0
- High School Diploma

PHYSICAL REQUIREMENTS: of this position are, but not limited to the

following: Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing students and reading instructional materials, tests, student records and other printed matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences

- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Operate audiovisual equipment, computer, typewriter, copy machine and other office and other equipment used in the course of work with dexterity
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 45 lbs. plus additional weight with a two-person lift

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- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

- Indoor and outdoor working environment subject to bending, crouching, and kneeling, reaching in all directions.

LICENSE OR CERTIFICATE:

- Sign language proficiency as listed
- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification within six (6) months of hire
- Hand with Care training within six (6) months of hire

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: May 21, 2015