

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

---

<b>TITLE:</b>	Deaf Adult Services Interpreter	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Institute for Learning	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	053 PARA
<b>REVISED:</b>	July 1, 2002		

---

#### **BASIC FUNCTION:**

Provide comprehensive manual and/or oral interpreting services in a variety of linguistic environments between hearing adults and deaf or hard of hearing adults, including parents, staff, and the deaf community.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Provide expressive and receptive interpreting or transliteration services related to the educational program for deaf and hard of hearing adults in a wide variety of settings such as parent/teacher conferences, Individualized Education Plan/Individualized Transition Plan (IEP or ITP) meetings, counseling or testing sessions, staff meetings, workshops or seminars, special events, and job interviews. **E**

Establish an optimum interpreting environment. **E**

Attend staff meetings and staff development activities as required. **E**

Adhere to the Code of Ethics as set forth by Registry of Interpreters for the Deaf and the interpreter guidelines established by the Deaf and Hard of Hearing Program. **E**

May assist in conducting sign language training sessions for other Educational Interpreter staff.

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to certification at Level III of the San Diego City Schools Deaf and Hard of Hearing Program's Interpreter Evaluation Examination and possession of a Registry for the Deaf Comprehensive Skills Certificate (C.S.C.) from the Registry of Interpreters for the Deaf (RID) supplemented by four years of paid or voluntary experience working with hearing-impaired individuals who use manual communication, preferably in an educational setting.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Registry for the Deaf Comprehensive Skills Certificate (C.S.C.) from the Registry of Interpreters for the Deaf (RID).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Aural/oral techniques and cued speech, oral interpreting methodologies and techniques, and hearing aids.

Deafness and its effect on language acquisition and the concept of total communication.

Problems of the hearing impaired and the deaf culture.

Reading and writing English communication skills.

**ABILITY TO:**

Interpret the spoken word at a minimum rate of 120 words per minute with 85% accuracy and to voice interpret in a range of sign systems with 85% accuracy.

Assess and adjust to varying language abilities and the preferred communication mode of adults.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office or classroom environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment or perform duties; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**DISTINGUISHING CHARACTERISTICS**

This job class is distinguished from the next lower level of Educational Interpreter III in that possession of a Registry for the Deaf Comprehensive Skills Certificate from the Registry of Interpreters for the Deaf is required and the work involves only adult interpreting services. It is distinguished from the next higher level of Educational Interpreter Supervisor in that the duties of the latter include supervision and evaluation of the skill level of Educational Interpreters, the coordination of schedules, and planning of inservice activities.

Issued 6/95

Revised 3.24.04—PeopleSoft

Job Code 6397

PH