

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Educational Interpreter I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute of Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 PARA
REVISED:	July 2, 2002		

BASIC FUNCTION:

Facilitate communication between hearing and hearing-impaired pupils and others by providing manual and/or oral interpreting services and provide other assistance to the instructional program in limited classroom settings.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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

Interpret manually and orally for hearing-impaired pupils in limited types of classroom settings using communication appropriate to the language and intent of the speaker and the level of the pupil. **E**

Interpret hearing-impaired pupils' communication into English in accordance with the needs of the assignment. **E**

Tutor individual pupils or groups of pupils; arrange bulletin boards and other displays. **E**

In the absence of the classroom teacher, supervise pupils in special day classes or resource settings.; assist the teacher in establishing an optimal interpreting environment; support behavior management program. **E**

Assist in the use of a variety of supplementary instructional materials, audio-visual aids, closed-caption devices, and other equipment. **E**

Administer, score, and record grades of tests.; oversee and perform cleanup activities. **E**

Supervise pupils at assemblies and in lunch areas, halls, and grounds. **E**

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

Operate audiovisual equipment; participate in staff meetings and staff development programs as directed. **E**

Gather, compile, and prepare data for statistical and operational reports; maintain records of expenditures for supplies and equipment. **E**

Coordinate and supervise pupil use of a learning resource center; assist pupils with self-help needs. **E**

Under supervision, check pupils' auditory equipment. **E**

Maintain classroom attendance and other records. **E**

May assist in obtaining, implementing, and evaluating classroom multicultural instructional programs; may train and direct pupil monitors.

May transport parents to the home, school, or community service agencies for conferences and consultations when other transportation is unavailable.

May accompany pupils on buses during field trips and before and after school hours and provide instruction while enroute; may carry out individual education plans under supervision.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to certification at Entry Level I of the San Diego City Schools Deaf and Hard of Hearing Program's Interpreter Evaluation Examination, successful completion of one year in an interpreter training program, and one year of paid or voluntary experience working with hearing-impaired individuals who use manual communication. One year of additional experience of acceptable level and quality may be substituted for the training program requirement.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Instructional/tutorial procedures.

Deafness and its effect on language acquisition, child development, educational systems, and the concept of total communication.

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

Reading and writing English communication skills.

ABILITY TO:

Interpret the spoken word into sign language and voice interpret from sign language to the spoken word with 60% accuracy.

Orally interpret.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings.

PHYSICAL REQUIREMENTS:

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

NOTE: An incumbent in the job class of Educational Interpreter I may be promoted to the next higher job class of Educational Interpreter II upon certification by the program manager and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of higher level duties.

Revised 3.18.04—PeopleSoft

9/02

Job Code 6432

JM