

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Educational Interpreter III	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Institute of Learning	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	051 PARA
<b>REVISED:</b>	July 2, 2002		

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#### **BASIC FUNCTION:**

Facilitate communication between hearing and hearing-impaired pupils, parents, and others by providing comprehensive manual and/or oral interpreting services in a variety of linguistic environments including high level academic subjects such as calculus, chemistry and physics, and provide tutoring for pupils having special needs.

**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 and voice-interpret for hearing-impaired pupils, parents, and others in more than one sign language system, conveying the content and spirit of the speaker. **E**

Provide oral interpreting services for hearing-impaired pupils, parents, and others; consult with classroom teachers to identify pupils in need of special help. **E**

Identify and report unusual problems to teachers. **E**

Provide tutoring; assist with direct instruction under supervision of the teacher. **E**

Prepare for specialized instructional vocabulary. **E**

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

Assist the teacher in establishing an optimum interpreting environment. **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 carry out individual education plans under supervision.

May serve as a site liaison interpreter.

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; completion of 12 semester units of college or university coursework related to the assignment, and three years of paid or voluntary experience working with hearing-impaired individuals who use manual communication, preferably in an educational environment. Additional training and/or experience of acceptable level and quality may be substituted for the education requirement. Possession of a Registry for the Deaf Comprehensive Skills Certificate (C.S.C.) from the Registry of Interpreters for the Deaf is desirable but not required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Instructional/tutorial procedures.

Deafness and its effect of 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 at a minimum rate of 120 words per minute with 80% accuracy and to voice interpret in several sign systems with 80% accuracy.

Orally interpret using a designated methodology.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.

**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.

**DISTINGUISHING CHARACTERISTICS:**

This job class is distinguished from the next lower level of Educational Interpreter II in that the speed and level of sign language proficiency, range of language levels required to meet pupil needs as determined by the Individualized Education Program (I.E.P.), criticality of error, and range of sign systems used clearly exceed those of the lower level.

The Educational Interpreter III level job class involves a higher skill level to permit spontaneous interpretation of technical and complex subjects such as calculus, chemistry, physics, etc., and the development of technical signs to portray the course content. In addition, this job class requires an advanced level of voice interpreting skills and the ability to effectively perform interpreting for platform and theatrical performances. It is distinguished from the next higher level of Deaf Adult Services Interpreter in that the latter requires possession of a Registry for the Deaf Comprehensive Skills Certificate (C.S.C.) from the Registry of Interpreters for the Deaf and the work involves only adult interpreting services.

**NOTE:** An incumbent in the job class of Educational Interpreter II may be promoted to the next higher job class of Educational Interpreter III 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 the higher level duties.

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