

Sweetwater Union High School District

EDUCATIONAL INTERPRETER II

Purpose Statement

The job of Educational Interpreter II is done for the purpose/s of assisting in the instruction or supervision of hearing impaired students; providing voice to sign and sign to voice support; facilitate communication between students, teachers and parents in manual and/or oral interpreting; providing content/concept expansion and/or explanation for pupils in need of special help; develop, organize, and oversee Interpreter I work schedules; and serving as a resource to other school personnel requiring assistance with hearing impaired persons.

Essential Functions

- Under the direction of a special education administrator, develops, organizes and oversees Interpreter I work schedules to ensure work assignments meet student needs.
- Translates verbal communication for the purpose of assisting students, teachers and parents in communicating effectively between voice to sign and sign to voice. Provides content/concept expansion and /or explanation for pupils in need of special help.
- Interprets adapted classroom work/homework/assessment instruments under the direction of certificated staff for the purpose of providing voice to sign and sign to voice support and/or reinforcing classroom objectives.
- Facilitates communication between students teachers and parents through the use of American Sign Language (e.g. voice to sign and sign to voice, etc.) for the purpose of assisting students, teachers and parents in communicating effectively as presented by the speaker to facilitate classroom instruction.
- Interprets for individual students, (e.g. classroom, library, recess, hallways, lunch, grounds, etc.) for the purpose of providing a safe and positive learning environment.
- Interprets for students and/or adults for the purpose of providing communication between voice to sign and sign to voice.
- Orally-interprets spoken words of hearing impaired student(s) (e.g. if student has limited speech, etc.) for the purpose of facilitating classroom instruction of the hearing impaired student(s).
- Provides teachers with input for the purpose of assisting in evaluation of students' progress and/or students' objectives.
- Assesses classroom, assembly hall, and other room setups (e.g. noise level, visibility, etc.) for the purpose of ensuring proper setup to facilitate hearing impaired students' learning.
- Confers with teachers for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Attends, when necessary, Individual Education Program (IEP) meetings with assigned student(s) for the purpose of providing necessary input into the evaluation of students' progress and/or implementing/modifying students' objectives through the conversion of conversation to American Sign Language.
- Identifies unusual problems for the purpose of notification to the teachers and case carriers.
- Interprets for students during tutoring for the purpose of academic support.
- Participates in a variety of meetings, program workshops, seminars, conferences, training's, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and aural/oral techniques and/or cued speech, oral interpreting methodologies and techniques, and hearing aids.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Instructional / tutorial procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as part of a team; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some hazardous conditions.

Education/Experience

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Required Testing

Pre-Employment Proficiency Test or 48 college credits

Certificates & Licenses

Certification at Level 5.0 on Educational Interpreter Performance Assessment (EIPA).

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Paraprofessional Job Description

Adopted by BOT 11/16/09