

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EDUCATION INTERPRETER I/II

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs highly specialized language interpretation and translation services for students and staff in the Deaf and Hard of Hearing (DHOH) program; serves as a member of the educational team.

ALTERNATE CLASSIFICATION SERIES SPECIFICATIONS:

The Education Interpreter I and Education Interpreter II serve as an alternate classification series. Persons may be initially employed in either level, depending on their qualifications.

Persons employed as level I interpreters are not certified by the Registry of Interpreters for the Deaf (RID) and have not achieved a score of 4.0 on an assessment administered through a statewide or nationally recognized organization or certifying body, but possess a waiver from the California State Board of Education allowing them to work as an education interpreter. Employees working as level I interpreters are expected to become certified by RID or achieve a score of 4.0 as outlined below prior to the expiration of their waiver. Employees working as level I interpreters unable to meet this requirement, may be terminated upon expiration of their waiver.

Persons employed as level II interpreters possess a valid certification issued by RID or have achieved a score of 4.0 on an assessment administered by a statewide or nationally recognized organization or certifying body.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs specialized duties requiring the application of, and proficiency in, accepted and designated sign languages such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II), and finger spelling.

Recognizes and adjusts interpretive language to match the student's preferred language and language mode to ensure that the student comprehends the interpretation.

Interprets/transliterates mainstream and self-contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra-curricular activities.

Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned DHOH students/staff.

Voice interprets for students, staff and parents in the DHOH program.

Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence, decision-making and problem-solving techniques necessary for mainstreaming and life skills.

Prepares, designs, and develops instructional materials to assist students in a learning environment under the direction of a certificated teacher.

Adheres to RID code of professional conduct.

Participates in ongoing professional development.

Researches specific terminology and signs appropriate to classroom material and lectures.

Interprets/transliterates for assigned student(s), staff, and parents at extracurricular activities, meetings, student orientations, workshops, and other related events.

Trains certificated and other staff members in simple signing methods as directed; enhances communications between students.

Serves as a resource to students and staff on appropriate use of interpreting services; serves as a positive liaison between DHOH program participants and non-program participants.

May tutor and assist students in the DHOH program, individually or in groups, in academic or elective subjects; may assist teachers in self-contained classroom with instruction as assigned.

Assists in ordering appropriate instructional materials for students in the DHOH program.

Accompanies students to and from means of transportation including the supervision of students while loading and unloading buses; supervises students during student unstructured time including recess, breaks, lunch, between classes and before and after school.

Observes students in the DHOH program on day-to-day basis; provides feedback to staff as necessary.

Orients substitute staff to classroom routines and procedures and individual student's needs as necessary.

May operate specialized communication equipment for students in the DHOH program.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various modes of sign language, finger spelling, and gestures as required by assignment including American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II) and American Manual Alphabet (finger spelling) methods and techniques used in communicating with persons who are DHOH.

Team interpreting.

Code of Ethics prepared by RID.

Basic child guidance principles and effective management techniques.

Basic social and emotional needs and challenges associated with students who are DHOH.

Deaf culture.

Effective record-keeping practices and procedures.
Proper English usage, spelling, grammar, and punctuation.

ABILITY TO:

Effectively and accurately interpret/transliterate classroom lectures/instruction/discussion, videos and other related activities using sign language/voice and appropriate vocabulary.
Voice interpret for students, staff and parents.
Team interpret in a mainstream environment providing support as needed.
Understand and follow both oral and written instructions.
Understand the basic social and emotional needs associated with students who are DHOH.
Effectively work with and tutor students in assigned subject areas.
Accurately analyze situations and adopt an effective course of action under established guidelines.
Operate standard office and specialized equipment including a desktop computer, copier, and communications equipment.
Effectively communicate in both oral and written forms.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

EDUCATION INTERPRETER I:

Any combination equivalent to: High school diploma or equivalent, sufficient related experience to demonstrate the knowledge and abilities listed above, possession of an education interpreter waiver issued by the California State Board of Education.

EDUCATION INTERPRETER II:

Any combination equivalent to: High school diploma or equivalent, sufficient related experience to demonstrate the knowledge and abilities listed above, and possession of a certification issued by RID or have achieved a score of 4.0 or above on the Educational Interpreter Performance Assessment (EIPA) or equivalent assessment.

LICENSES AND OTHER REQUIREMENTS:

A passing score on a proficiency examination for reading, writing and mathematics skills test of the County Office of Education.

WORKING ENVIRONMENT:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL DEMANDS:

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 effectively sign, operate special equipment and perform the duties of the position.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.
Lifting light objects.

Approved by the Personnel Commission: September 12, 1984

Revised: 04/05/93; 04/27/93; 06/24/95; 08/27/98; 01/27/05, 06/11/09, 12/12/18



Jonathan Muñoz
Director – HR/Classified Personnel Services

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