

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

INTERPRETER/HEARING IMPAIRED

THE POSITION

Under general direction performs specialized duties in interpreting (and reverse interpreting) classroom lectures, instructional materials, general classroom instruction and informal conversation for hearing impaired students; tutors hearing impaired students in assigned academic or elective subject areas. This classification receives general supervision from a program manager and works on a day-to-day basis with a certificated teacher within a well-defined framework of policies and procedures. This classification exercises independent judgment and responsibility for the accurate interpretation of both formal and informal classroom/school instruction and activities.

TYPICAL DUTIES

1. Interprets the spoken word into a sign language system in order to facilitate instruction and communication between the hearing impaired student(s) and teacher(s), and between student(s) and peers and other individuals as appropriate.
2. Interprets the hearing impaired student's communication (sign language) into English in accordance with the needs of the assignment.
3. Interprets mainstream and self-contained classroom lectures, group discussions, films, tapes, records, guest speakers, all classroom instruction and all appropriate environmental sounds.
4. Interprets informal conversation, telephone calls, and other verbal communications, as appropriate.
5. Tutors and assists hearing impaired students individually or in groups in academic or elective subjects at direction; attends both mainstream and self-contained classroom and assists teachers in self-contained classroom with instruction as assigned.
6. Interprets for assigned student(s) at or during extra-curricular activities.
7. Prepares/designs and develops instructional materials under the direction of a certificated teacher in self-contained classroom.
8. Collects observational data on and reports progress/problems of assigned student(s) to appropriate staff.
9. Assists in ordering appropriate instructional materials for hearing impaired students and resource materials for interpreter.
10. When not interpreting may perform routine clerical duties including typing, duplicating, collating, filing, taking attendance, correcting papers and related duties.

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11. May operate specialized communication equipment for the hearing impaired and facilitate understanding and usage by mainstreaming staff.
12. Provides ongoing orientation of mainstream staff/substitute teachers/aides to classroom routine, procedures and individual student needs.
13. Attends meetings as a resource on student's progress, such as IEP, EAS, etc.
14. Attends meetings as an interpreter.
15. Assists students in learning appropriate living/social skills.
16. Performs a wide variety of other related duties requiring essentially the same efforts, skills and responsibilities when work requirements are changed or modified.

REQUIREMENTS

Minimum Qualifications

- Knowledge** Various sign language systems, primarily SEE signs, fingerspelling and gestures; proper of: English usage, grammar and punctuation; basic personal/social problems and learning disabilities associated with hearing impaired persons; basic child guidance principles; pertinent academic subject areas as designated by the Marin County Office of Education; ethical responsibilities of interpreters; effective record-keeping methods and techniques
- and
- Ability to:** Understand and follow both oral and written instructions independently; effectively transmit information from sign to voice to sign; effectively and accurately interpret classroom lectures, lesson plans, films and other related activities using sign language/voice; communicate and work with students in a manner that gains their trust and meets their level of understanding; establish and maintain accurate records and files; understand the basic personal and social problems associated with the adolescent years and to effectively relate to these needs; effectively tutor hearing impaired adolescent students in assigned subject areas at teacher direction; analyze situations accurately and adopt an effective course of action; sign, speak, read and write clearly and distinctly; maintain effectiveness in stressful situations; establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE

1. Previous interpreting experience with aurally exceptional individuals and/or groups preferably in an educational setting.
2. Completion of a formal interpreter preparation program or equivalent.

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