

MONTEREY COUNTY OFFICE OF EDUCATION

EDUCATIONAL INTERPRETER

CLASSIFICATION: Classified
SALARY LEVEL: 41

DEFINITION:

Under the limited supervision of the Principal, the Educational Interpreter provides interpreting and instructional support for Deaf and Hard of Hearing Students; communicates using sign language, fingerspelling, natural gestures, and speech with students who are deaf and hard of hearing within the general education classroom, special day classroom and for other school related school activities including extracurricular activities. Educational Interpreters with an Emergency 30-Day Substitute Teaching Permit or Teaching Credential may be assigned to substitute in the absence of the primary teacher; Educational Interpreters are assigned to various instructional settings.

SUPERVISOR:

Principal

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Proficiency in sign language and educational interpreting is required. See Required Qualifications for sign language certification/qualification requirements.*

MAJOR DUTIES AND REPONSIBILITIES: The following is a list of duties that are representative of the position and include but are not limited to:

- Under direct guidance, provides instruction to students
- Communicates appropriately, through sign language and auditory/oral approaches
- Simultaneously or consecutively interprets communication with adults and students using sign language-in any school environments
- Supervises students on and off the bus at recess, lunch, on field trips and other times as directed by the teacher
- Assists in the management and maintenance of amplification equipment
- Learns sign vocabulary specific to each class
- Structures signing system appropriate to the student's level of understanding and uses appropriate facial expressions
- Directs learning activities in the classroom under the direction of the teacher
- Conveys auditory environmental stimuli to deaf/HH students including bells, alarms, computer signals, etc.
- Assists in the management and housekeeping of the classroom, organizes room displays, bulletin boards and interest areas appropriate to students' goals
- Completes records accurately
- Participates physically with students in activities when appropriate
- Facilitates communication between student(s) and general education teachers, hearing peers and adults
- Takes notes in general education classes and rewrites class notes if required
- Participates in IEP meetings as a service provider
- Participates with a team in the implementation of behavioral and treatment plans
- Interprets for deaf participants at meetings and extra-curricular activities
- Plans and prepares activities, equipment and materials
- Assists in ensuring a safe environment
- Monitors and evaluates student progress and completes records accurately
- Assists in providing snack and meals during school day as mandated by student educational programs

- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations.
- Performs other related duties as assigned

Duties Specific to Educational Interpreters with an Emergency 30-Day Substitute Teaching Permit or Teaching Credential assigned to substitute in the absence of the primary teacher:

- Provides instruction to students, taking full responsibility for significant portions of the curriculum, without the direct guidance of a teacher; with proper certification, Educational Interpreter staff shall be assigned as the “substitute teacher” in the primary teacher’s absence.

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to perform sign language, write, use telephone, TDD, text messaging computer keyboard and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations and follow teacher lectures and classroom discussions; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing small groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, climb and move quickly or run after a child in an emergency situation; physical mobility sufficient to move about the work environment (office, district, different interpreting locations, from school or home site-to-site), and respond to emergency situations; physical strength sufficient to lift 45 pounds alone and more with a two-person lift; physical stamina sufficient to stand for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Must have achieved a minimum score of 4.0 on the Educational Interpreter Performance Assessment (EIPA), the Educational Sign Skills Evaluation: Interpreter/Receptive (ESSE-I/R), or the National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) assessment.

Knowledge of:

- Strong organizational and planning skills
- Proficiency in manually coded English (SEE, Signed English, and/or Pigeon Signed English) and American Sign Language (ASL) including finger spelling and simultaneous interpreting, as verified by examination
- First Aid
- Universal health precautions

Skills and Abilities:

- Establish and maintain cooperative relationships with those contacted within the course of work
- Communicate effectively in the English language both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities.
- Physically participate in activities outside the classroom such as: vocational training, mainstreaming, recreational activities and field trips.
- Handle information in a discreet and confidential manner
- Monitor and continue to implement teacher schedules when the teacher must leave the room
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Perform appropriate First Aid when necessary.
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by student
- Operate a variety of office machines including computers
- Exercise sound judgment and work independently without close supervision
- Analyze situations accurately and adopt an effective course of action

- Be flexible with a positive attitude and possess excellent interpersonal skills
- Receive Professional Assault Response training within six (6) months of employment
- Provide specialized health care procedures as outlined by State regulations (training will be provided).
- Become CPR certified, appropriate for the assigned age group, within six (6) months of employment and perform CPR when necessary.
- Perform appropriate First Aid and CPR when necessary.

Licenses and Certifications:

- Sign Language Interpreter Certification or equivalent as listed above
- Possess an appropriate California Driver's License with evidence of insurability
- First Aid
- CPR Certification within six (6) months of employment

Desirable Qualifications:

- Experience working with hearing impaired.
- Coursework in education, psychology, child development, classroom behavior management and/or Early Childhood Education.
- Additional coursework related to specific assignment.
- Experience working with children.
- Awareness of developmental levels in areas of instruction.
- Knowledge of Deaf Culture
- Knowledge of Guidelines of Professional Conduct for Educational Interpreters
- Knowledge of assistive listening devices including personal hearing aids
- Bachelor of Arts or Sciences Degree
- Emergency 30-Day Substitute Teaching Permit
- Teaching Credential

Available Pay Stipends:

- There is an additional 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish and Braille, as certified by MCOE.
- There is a 5% pay differential for Specialized Health Care Procedures if assigned to specific students and trained by the MCOE.
- A \$50 stipend will be paid to an Educational Interpreters with an Emergency 30-Day Substitute Teaching Permit or Teaching Credential for each day of an assignment to substitute in the absence of the primary teacher.

Adopted by MCOE:
 Revised 12/20/12 (removed Bus driver requirements)
 (revised 10-6-15)