



Our Children, Our Schools, Our Future!

Jurupa Unified School District

CERTIFIED SIGN LANGUAGE INTERPRETER

DEFINITION

Under supervision to assist school based instructional personnel by performing tasks which are supportive of the instructional needs of assigned hearing-impaired students and conducive to the social and emotional growth of these students; and to do related work as required. Individuals in this classification must have the ability to speak and write fluently in English, and provide clear interpretation in American Sign Language or another recognized sign language determined by the needs of students. Must have certification from a state recognized interpreter certifying agency.

SITE

Education Support Services Department (Education Center) – Specific site location is tentative and subject to change. Certified Sign Language Interpreters are subject to reassignment at anytime.

ESSENTIAL JOB FUNCTIONS

- Interpret and translate for students who are deaf, hard of hearing, or have other specialized communication needs in classroom lectures, group discussions, movies, plays, tapes, records, and other instructional settings.
- Translate from English into American Sign Language, and from American Sign Language into English, including finger spelling.
- Assist instructor with the presentation of learning materials and instructional activities.
- Assist teacher to meet special student needs in the classroom.
- Assist hearing impaired students as necessary, including clarifying teachers' questions and assisting with response.
- Tutor students who are deaf or hard of hearing in a variety of subjects as assigned.
- Assist with campus orientation and related activities/events.
- Research specific terminology unique to instructional activities or assignments.
- Assess classroom, assembly areas, and other room setups to ensure proper setup to facilitate hearing impaired students' learning.
- Assist in the preparation and implementation of Individualized Education Plans (IEP).
- Attend and provide interpretation services during IEP and other district meetings.
- Prepare and complete any required reports.
- Performs a variety of routine clerical functions.
- Performs other tasks as required in order to maintain compliance with laws and district policies.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

REQUIRED QUALIFICATIONS AND CERTIFICATIONS

Education & Requirements:

Must meet para-educator requirements of the No Child Left Behind Act. Minimum of completion of high school or its equivalent. Possession of a valid, appropriate California Driver's License.

Certifications:

Certification at Level 4 or higher from a California State recognized interpreter certifying agency: ACCI (American Consortium of Certified Interpreters); NAD (National Association of the Deaf); CID (Central Institute for the Deaf).

CERTIFIED SIGN LANGUAGE INTERPRETER (cont.)

DESIRABLE QUALIFICATIONS

Knowledge of:

- American Sign Language and sign systems;
- Proper English usage, grammar and punctuation;
- Variety of subject matter being interpreted including secondary subjects to include: algebra, physics, biology, history, etc.;
- The nature and problems of the hearing impaired;
- Current developments, trends and techniques in the field of sign language interpreting.

Ability to:

- Translate and interpret using manual and oral methods of communication;
- Tutor students on an individual or group basis in a variety of subjects;
- Read, understand and follow handwritten or typed documents, including maps;
- Understand and follow oral and written instructions with minimum direction;
- Establish and maintain effective working relationships with others;
- Supervise the activities of students;
- Read, write and compute at the twelfth grade level;
- Remain flexible despite frequent schedule changes or job duty changes;
- Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines;
- Communicate effectively with students, parents and staff;
- Communicate clearly and concisely, both orally and in writing;
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Maintain steady, regular attendance.

Experience:

Minimum of three years experience in an educational setting or family-related experience as an interpreter, using oral and sign communications. Interpreter experience in an educational setting is desirable.

Education:

Equivalent to two semesters of course work in Sign Language Interpreting (American Sign Language), through an accredited college or university. Extensive experience in Sign Language Interpreting may be accepted in place of the semester units of Sign Language Interpreting course work.

Personnel Services
January 24, 2006

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.