



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Interpreter for the Deaf	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 Hours as assigned
APPROVED: Commission Board of Education	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 52

BASIC FUNCTION:

Under the direction of an assigned certificated administrator, assist in reinforcing instruction to individual or small groups of Deaf and/or hard of hearing students in a classroom or other learning environment by performing translating, tutorial and interpreting services; interpret for students using sign language and/or manual communications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist a certificated teacher in reinforcing instruction to individual or small groups of Deaf and/or hard of hearing students in a classroom or other learning environment; monitor and reinforce student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of lesson plans
- Enhance student understanding and learning activities by interpreting a variety of instructional exercises and presenting various instructional materials designed to enhance the learning process; interpret instructional directions to students and facilitate communications between student and teacher; modify instructional materials to meet student needs
- Tutor and interpret for individual and small groups of Deaf and/or hard of hearing students to reinforce and follow-up instructional concepts utilizing sign language and manual communication techniques; interpret from spoken language into sign language and from sign language into spoken language; take detailed class notes as appropriate
- Interpret class lectures, class discussions, tests and conferences; assist students with study activities in carrying out the various aspects of their Individual Education Programs; attend meetings and report student progress related to Individual Education Programs
- Assist students in completing assignments, homework and projects in various subject areas; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support and general guidance
- Provide classroom support to the teacher by setting up work areas and displays and distributing and collecting paper, supplies and materials; confer with teachers concerning lesson plans and materials to meet student needs

- Operate a variety of office and classroom equipment including a copier, computer and assigned software; operate audiovisual and specialized equipment for the Deaf and/or hard of hearing including hearing aids
- Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns
- Perform routine clerical duties in support of classroom activities such as preparing, keyboarding, duplicating and filing instructional materials; maintain routine records and student files as assigned
- Observe and redirect behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior
- Follow health and safety practices and procedures; assist in maintaining learning environment in a safe, orderly and clean manner
- Attend a variety of assigned meetings, conferences and special events; accompany students on field trips and other activities as designated

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language or other sign systems required by assigned students

Concerns and problems of Deaf and/or hard of hearing students

Guidance principles and practices related to students who are Deaf and/or hard of hearing

Safe practices in classroom activities

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading

Correct English usage, grammar, spelling, punctuation and vocabulary

Basic instructional methods and techniques

Classroom procedures and appropriate student conduct

Operation of standard office and specialized classroom equipment including a computer

Oral and written communication skills

Interpersonal skills using tact, patience and professionalism

Basic record-keeping techniques

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment

Perform translating, tutorial and interpreting services for Deaf and/or hard-of-hearing students

Reinforce instruction to individual or small groups of Deaf and/or hard of hearing students as directed by the teacher

Interpret for students using sign language, miming and manual communications

Understand and relate to Deaf and/or hard of hearing students

Perform routine clerical duties including keyboarding, filing and duplicating materials

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

Monitor, observe and report student behavior and progress according to approved policies and procedures

Understand and follow oral and written instructions

Operate standard office and specialized classroom equipment including a computer

Observe health and safety regulations

Maintain routine records

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by the completion of an interpreter training program issued by an authorized agency or community college and one year experience working with Deaf and/or hard of hearing individuals

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificates issued by authorized agency preferred

Incumbents must meet requirements specified under the No Child Left Behind Act.

Successfully pass the appropriate Educational Interpreter Assessment (EIPA), or Essential Skills of Signed English (ESSE), or possession of a valid certificate of proficiency issued by the Registry of Interpreters for the Deaf – Level I, or equivalent

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and other indoor or outdoor learning environments

PHYSICAL DEMANDS:

Dexterity of hands and fingers to sign for students

Sitting or standing for extended periods of time

Seeing to read a variety of materials and interpret the sign language of others

Bending at the waist and/or kneeling to assist students

Hearing and speaking to exchange information

HAZARDS:

Exposure to blood-borne pathogens and infectious diseases