

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION

JCN: 419
RANGE: 154
NON-EXEMPT

SIGN LANGUAGE INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform translation, tutorial services and interpreting services for deaf and/or hard of hearing students; translate for students using appropriate manual and oral communications; perform clerical and supportive tasks for instructional personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Accompany and interpret for assigned students, using sign language interpreting, in all academic settings and school settings, including but not limited to, one-on-one settings, integrated classroom lectures, discussions, assemblies, and meetings with personnel for the purpose of implementing Individualized Education Plan (IEP) goals and other academic needs of the students and social peer interactions, including interpreting for peer to peer interactions during instruction, breaks, lunch, recess, and other extracurricular activities.
- Adhere to County Superintendent interpreter rules of confidentiality.
- Assist students by translating a variety of instructional exercises and by presenting various instructional materials designed to enhance the learning process; translate instructional directions to students and enhance communication between student and teacher, as needed; interpret class lectures, class discussions, tests, assemblies and special ceremonies.
- Assist teacher in performing assigned tasks, including but not limited to, assisting teacher with classroom set-up, work preparation and follow-up; assist with various classroom activities for students; perform routine clerical tasks such as filing, keyboarding, operating duplicating/copying machines, and assembling materials for classroom instruction and/or projects.
- Confer with teachers concerning programs and materials to meet individual student needs.
- Maintain student records; report progress of students as assigned.
- Participate in parent conferences and IEP meetings as requested.
- Perform non-interpreting related functions consistent with the interpreter's assignment when the function does not adversely affect the communication needs of the student.
- Provide assistance to staff regarding signing techniques and activities when not otherwise engaged in interpreting.
- Provide sign language interpreting for staff and parents, as needed; provide sign to voice and voice to sign interpretations as needed.
- Tutor and interpret for individuals and small groups of students to reinforce instructional concepts utilizing sign language and manual communication techniques; assist students with study activities by carrying out a variety of individual education plans and activities.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of County Superintendent
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to, a computer and assigned

software applications.

- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- American Sign Language and various sign systems.
- Basic math skills, English grammar and composition, high school academic courses.
- Current developments, trends and techniques in the field of interpreting for the deaf.
- General needs, problems, learning styles, and requirements of deaf and/or hard of hearing students.
- National Association of the Deaf- Registry of Interpreters for the Deaf (NAD-RID) Code of Professional Conduct.
- Problems and concerns of students with special needs.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist certificated staff with instruction and related activities of a deaf and/or hard of hearing learning environment.
- Interpret/translate using American Sign Language and/or other sign system required by the student.
- Maintain routine records.
- Perform clerical and supportive tasks for instructional personnel.
- Perform translating, tutorial services and interpreting services for deaf and hard-of-hearing students.
- Understand and follow sign, oral and written instructions.
- Understand and relate to children with special needs.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively orally and/or sign and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.

- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Sufficient experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Certification by the RID, or equivalent; in lieu of RID certification or equivalent, an educational interpreter must have achieved a score of 4.0 or above on the EIPA, the ESSE-I/R, or the NAD/ACCI assessment. If providing Cued Language transliteration, a transliterator shall possess TEC Unit certification, or have achieved a score of 4.0 or above on the EIPA - Cued Speech; or, possess a score of at least 3.5 or above on the EIPA, the ESSE-I/R, or the NAD/ACCI assessment with eligibility for a waiver authorizing interpreter services at time of hire.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.
- California Food Handler Card may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Ability to interpret for extended periods of time.
- Ability to use sign language throughout the work day.
- Dexterity of hands and fingers to sign and finger spell.
- Continuous use of elbows.
- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others;

understandable voice and speech patterns.

- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2003

Revised: 03/01/2007; 07/31/2014; 03/02/2016; 04/01/2016; 11/14/2017; 08/09/2019; 09/01/2020