

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

12/15/03
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TITLE: DIS – Interpreter for the Hearing-Impaired
REPORTS TO: Assigned Administrator
JOB GOAL: Assist in the successful academic experience of hard of hearing special needs students.

QUALIFICATIONS

Knowledge of

1. The nature of deafness and its effect on the language development of the deaf child.
2. Sign language systems used by the deaf.
3. The concept of total communication: Use of residual hearing, speech-reading and manual communication.
4. Common interpretation processes and practices in signing to sufficiently communicate with general education teachers and students.
5. Child and /or adolescent development.
6. The educational environment related to special needs students.
7. Proper English usage, grammar and punctuation.
8. The proper operation of closed caption machines and TDD.

Ability to

1. Apply general policies and procedures to specific situations.
2. Perform math functions at level of assigned student.
3. Memorize for the purpose of recalling names, faces, signing systems used in class, emergency procedures, information presented in class and other school activities
4. Concentrate in order to sign and listen at a high rate of speed.
5. Be a productive and active team member.
6. Interact successfully with staff, students and parents.
7. Make an independent decision to create signs for words and phrases in order to respond to students using sign language.
8. Meet accuracy and productivity requirements called for in the performance of the outlined tasks of this position.
9. Communicate in the English language.
10. Use fingers, hands, wrists, arms, shoulders and facial expressions to communicate using sign language.
11. Learn and utilize basic methods and procedures to be followed in instructional settings.
12. Maintain patience and a positive attitude in stressful situations.
13. Operate standard office and instructional equipment.

Training, Experience and Special Requirements

1. Work history demonstrating reliability and attendance.
2. Translate the spoken word into the language of signs at a normal conversation rate (120+ words per minute) using one of the following: Signed English, Signing exact English (SEEI), Pidgin Sign English (PSE), American Sign Language (ASL) and/or finger spelling.
3. Reverse interpret from sign language to the spoken word in one or more sign language systems.
4. Tutor student in academic subjects as grade appropriate.

ESSENTIAL FUNCTIONS

1. Performs specialized duties requiring the application of and proficiency in accepted and designed sign languages in one or more methods such as Signed English, American Sign Language (ASL), Signing Exact English (SEEI), Pidgin Sign Language (PSE) and finger spelling.
2. Interprets mainstream and self-contained classroom lectures, group discussions, movies, plays, tapes, records, guest speakers, general classroom instruction and extra-curricular activities utilizing the simultaneous interpreting methods.
3. Interprets informal conversations, telephone calls and other verbal communications for assigned hearing-impaired students, communicating the intensity/feelings of originator.
4. Simultaneously translates sign language, used by hearing impaired persons, into spoken English that can be understood by hearing persons.
5. Tutors and assists hearing impaired students, individually or in groups, in academic or elective subjects; attends both mainstream and self-contained classrooms, and assists teacher in self-contained classroom with instruction as assigned.
6. Interprets and translates for assigned hearing impaired students at or during extra-curricular activities/events.
7. Prepares, designs and develops instructional materials to assist hearing impaired students in a learning environment under the direction of a certificated teacher.
8. Researches specific terminology germane to various disciplines as appropriate to assignment; develops appropriate signs to communicate classroom material/lectures as necessary.
9. Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence and decision making necessary for mainstreaming.
10. Acts as an interpreter for hearing impaired staff and parents at Individualized Education Plan (IEP) meetings, conferences, student orientations, workshops and related events as necessary.
11. Acts as communicator between learner and teacher when necessary and between student and peers as appropriate.
12. Consults with integrated class teachers to determine where students may need special help and provide the help through tutoring.
13. Acts as liaison between administrator, teacher, staff, and related service providers.
14. May assist with the administration of tests by interpreting information to individuals.
15. May perform related clerical duties as needed.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
DIS – Interpreter for the Hearing Impaired

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift or carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
9. Able to demonstrate manual dexterity necessary for signing.
10. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: 185-day/10-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by: Board of Education Date: 12/15/03

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**