

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Deaf Adult Services Interpreter	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Special Education Programs Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	057 PARA
REVISED:	January 2, 2007		

BASIC FUNCTION:

Provide comprehensive manual and/or oral interpreting services in a variety of linguistic environments between hearing adults and adults who are deaf or hard of hearing, including parents, staff, and the deaf community.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

E = Essential Functions

Provide expressive and receptive interpreting or transliteration services for adults who are deaf or hard of hearing in a wide variety of settings to include but not limited to parent/teacher conferences, Individualized Education Plan/Individualized Transition Plan/Infant Family Service Plan (IEP,ITP,IFSP) meetings, district meetings, educational classes, community forums, staff development and mentoring activities, counseling or testing sessions, staff meetings, workshops or seminars, special events, phone interpreting and job interviews. **E**

Establish an optimum interpreting environment. **E**

Attend staff meetings and assist in the planning and execution of staff development activities as required. **E**

Adhere to the Code of Professional Conduct as set forth by Registry of Interpreters for the Deaf (RID) and the interpreter guidelines established by the Deaf and Hard of Hearing Program. **E**

Assist in conducting sign language training sessions, mentoring, and professional development activities as requested. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of 48 units of college or university coursework related to the assignment, and seven years of paid experience working with individuals in specialized settings such as conference, platform, theatrical, medical, or legal interpreting is required. Additional training and/or experience may be substituted for the educational requirement. Possession of one of the following certifications is required:

1. Registry of Interpreters for the Deaf (RID) [Certificate of Interpretation (CI) and Certificate of Transliteration (CT), or National Interpreter Certification (NIC) Advanced}], or
2. Educational Interpreter Performance Assessment (EIPA) or Educational Sign Skills Evaluation-Interpreter Receptive (ESSE-I/R) Level 5.0; or
3. National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 5.0

Possession of an Oral Interpreting Certificate (OIC) from RID and/or experience in mentoring or professional development training for sign language interpreting is desirable, but not required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Aural/oral techniques, cued speech, oral interpreting methodologies and techniques.
Deafness and its effect on language acquisition and the concept of total communication.
Deaf culture.
Reading and writing English communication skills.
Telephone interpreting and note taking procedures
Interpreting considerations for hard of hearing individuals.
Individual audiological technology to include hearing aids and cochlear implants.
Environmental and acoustical considerations for individuals who have a hearing loss.
Environmental structure and enhancements to better serve deaf or hard of hearing individuals.

ABILITY TO:

Assess and adjust to varying language abilities and the preferred communication mode of adults.
Establish and maintain effective working relationships with others.
Provide leadership, mentoring, and assistance with professional development activities to other staff.
Plan and organize work.
Meet schedules and time lines.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Practice good note taking skills in situations where needed.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, office or classroom environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment or perform duties; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS

This job class is distinguished from the next lower level of Senior Educational Interpreter in that the work primarily involves adult interpreting services. It is distinguished from the next higher level of Educational Interpreter Supervisor in that the duties of the latter include supervision and evaluation of the skill level of Educational Interpreters, the coordination of schedules, and planning of inservice activities.