

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Educational Interpreter	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education Programs Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	053 PARA
<b>ISSUED:</b>	January 2, 2007		

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**BASIC FUNCTION:**

Facilitate communication between hearing students and students who are deaf and hard of hearing, parents, and others by providing comprehensive manual and/or oral interpreting services in academic or non-academic/technical classes or situations and other settings including general academic subjects such as English, history, and basic mathematics, and provide tutoring for students having special needs.

**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**

Interpret and voice-interpret for students who are deaf or hard of hearing, parents, and others in more than one sign language system, conveying the content and spirit of the speaker. **E**

Provide oral interpreting services for students who are deaf or hard of hearing, parents, and others; consult with classroom teachers to identify students in need of special help. **E**

Identify and report unusual problems to teachers. **E**

Provide tutoring. **E**

Assist with direct instruction under supervision of the teacher. **E**

Prepare for specialized instructional vocabulary. **E**

Attend staff meetings and staff development activities as required. **E**

Assist the teacher in establishing an optimum interpreting environment. **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**

May carry out individual education plans under supervision.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to completion of 24 units of college or university coursework related to the assignment, and three years of paid experience working with individuals who are deaf or hard of hearing and use manual communication. Additional training and/or experience of acceptable level and quality may be substituted for the education requirement. Possession of one of the following certifications is required:

1. Registry of Interpreters for the Deaf (RID) [ Certificate of Interpretation (CI) or Certificate of Transliteration (CT), or National Interpreter Certification (NIC) ], or
2. Educational Interpreter Performance Assessment (EIPA) or Educational Sign Skills Evaluation-Interpreter Receptive (ESSE-I/R) Level 4.0; or
3. National Association of the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) Level 4.0

**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:**

Instructional/tutorial procedures.

Deafness and its effect on language acquisition, child development, educational systems, and the concept of total communication.

Aural/oral techniques and/or cued speech, oral interpreting methodologies and techniques, and hearing aids.

Reading and writing English communication skills.

**ABILITY TO:**

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard, other office equipment, and perform the duties of the position; 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 higher level of Senior Educational Interpreter in that the level of sign language proficiency, range of language levels required to meet student needs as determined by the Individualized Education Program (I.E.P.), criticality of error, and range of sign systems used clearly exceed those of the lower level.

**NOTE:** An incumbent in the job class of Educational Interpreter may be promoted to the next higher job class of Senior Educational Interpreter upon certification by the program manager and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

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Job Code 6432

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