

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Educational Interpreter Supervisor	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education Programs Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	045 AASD Supervisors'
<b>REVISED:</b>	January 2, 2007		

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### **BASIC FUNCTION:**

Supervise interpreter activities in the Deaf and Hard of Hearing Program including developing, coordinating, and overseeing interpreters' and transcribers' work schedules; plan and conduct staff development programs and unit meetings; and facilitate communication between hearing and deaf or hard of hearing students, district staff, and the public.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)**

### **E = Essential Functions**

Oversee the development and coordination of the work schedules of interpreters and transcribers in the Deaf and Hard of Hearing Program. **E**

Supervise the daily activities of interpreters, and transcribers in the program. **E**

Assist in the development and implementation of the district Deaf and Hard of Hearing Program Interpreter and transcriber hiring process. **E**

Make classroom observations of interpreters and transcribers and evaluate their skill level. **E**

Develop corrective sign language proficiency programs for interpreters and oversee the development of corrective transcription programs for transcribers. **E**

Plan and conduct inservice activities for interpreters, transcribers, and district staff; plan and conduct staff meetings and staff development activities. **E**

Visit sites to resolve problems and meet with principals and resource teachers to discuss services provided. **E**

Develop and implement approved interpreting and transcribing services policies and procedures and act as liaison for addressing interpreter issues. **E**

Select, train, supervise, and evaluate the performance of assigned staff. **E**

Approve, monitor, and assess services of outside interpreting agencies, and maintain records of services and charges to district. **E**

Identify material and/or equipment needs of interpreting and transcription services and obtain items as appropriate. **E**

Supervise timekeeping process. **E**

Interpret, and reverse-interpret for hearing-impaired pupils in more than one sign language system, conveying the content and spirit of the speaker, using the language most readily understood by the receiver. **E**

Consult with classroom teachers to identify students in need of special help and provide the help through consultation. **E**

Make suggestions to teachers regarding environmental changes, which might enhance the instruction of students who are deaf or hard of hearing. **E**

Prepare for specialized instructional vocabulary. **E**

Report unusual problems to teachers. **E**

Adhere to Deaf and Hard of Hearing Program's interpreter and transcriber guidelines. **E**

May assist with direct instruction under supervision of the teacher.

May interpret for parents, visiting guests, consultants, and district staff who are deaf or hard of hearing during conferences, consultations, and meetings.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:****EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from an interpreter education program or graduation from an accredited college or university with concentration in education of the hearing impaired, language development, or other related field, and seven years of recent, progressively responsible experience working with individuals who use manual communication, preferably in an educational environment. Experience in evaluating and scheduling interpreters and supervisory experience including overseeing timekeeping, budget control, and contracting with outside agencies or grants is required. 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) and Educational Sign Skills Evaluation-Interpreter (ESSEI) Level 5.0; or
3. National Association of the Deaf (NAD) and American Consortium of Certified Interpreters (ACCI) Level 5.0

Possession of a Comprehensive Skills Certificate (CS) or National Interpreter Certification (NIC) Advanced is preferred.

Possession of an Oral Interpreting Certificate (OIC) from RID and/or experience in mentoring or professional development training for sign language interpreting is desirable.

**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:**

Interpreter evaluation systems and ability to accurately evaluate sign language skill level.

Application of consultation or mentoring procedures.

Deafness and its effect on language development of individuals who are deaf or hard of hearing.

Concept of total communication (use of residual hearing, speech reading, and manual communication), and knowledge of individual audiological technology to include hearing aids and cochlear implants.

Reading and writing English communication skills.

Aural/oral techniques, oral interpreting methodologies and techniques.

Deaf culture.

Environmental and acoustical considerations for individuals who have a hearing loss.  
Telephone interpreting and note taking procedures.  
Interpreting considerations for hard of hearing individuals.  
Environmental structure and enhancements to better serve deaf or hard of hearing individuals.

**ABILITY TO:**

Establish and coordinate the work schedules of interpreters and transcribers.  
Supervise assigned staff.  
Tutor pupils in all levels of academic subjects.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work; meet schedules and time lines; maintain records.  
Provide leadership, mentoring, and assistance with professional development activities to staff.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor classroom and office 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 and other office equipment and perform duties of position; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 1.02.07 -JB

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