

## **INTERPRETER FOR THE HEARING IMPAIRED INTERPRETER FOR THE HEARING IMPAIRED (NIC) INTERPRETER FOR THE HEARING IMPAIRED (NIC ADVANCED) INTERPRETER FOR THE HEARING IMPAIRED (NIC MASTER)**

### **OVERALL JOB PURPOSE STATEMENT**

Under the day-to-day direction of a certificated teacher, the job of Interpreter for the Hearing Impaired is done for the purpose/s of assisting in the instruction of individual or small groups of students using appropriate manual communication; interpreting, translating and tutoring students with severe hearing impairments; and performing routine clerical and supportive tasks for instructional personnel.

### **DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Interpreter for the Hearing Impaired is assigned to assist teachers in the conducting of intensified learning experience. The classification differs from other Instructional Support classifications in that the Interpreter for the Hearing Impaired works in the instructional environment with severely hearing impaired students.

### **ESSENTIAL FUNCTIONS**

- Interprets a variety of instructional exercises and classroom activities for the purpose of translating instructional materials and directions to students and for enhancing communication between student and teachers.
- Tutors/interprets for individuals and small groups of students for the purpose of reinforcing and follow-up on instructional concepts.
- Assists students with study activities for the purpose of facilitating accomplishment of their individual educational program.
- Reports student progress for the purpose of assisting the teacher to assess student's learning.
- Assists in the preparation of a variety of instructional materials and learning aids for the purpose of facilitating interpretation services.
- Performs interpreting functions at various school-related activities for the purpose of facilitating communication for students and staff involved.
- Assist students in the operation of a variety of instructional media machines and specialized equipment of the hearing impaired for the purpose of facilitating the instructional process.
- Maintains a record of student progress for the purpose of providing historical documentation for future reference by self and/or others.

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- Maintains records, files, supplies and work aids as assigned for the purpose of providing for necessary materials in an efficient and timely manner.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.
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- Tutors/interprets for individuals and small groups of students for the purpose of reinforcing and follow-up on instructional concepts.
- Assists students with study activities for the purpose of facilitating accomplishment of their individual educational program.
- Reports student progress for the purpose of assisting the teacher to assess student's learning.
- Assists in the preparation of a variety of instructional materials and learning aids for the purpose of facilitating interpretation services.
- Performs interpreting functions at various school-related activities for the purpose of facilitating communication for students and staff involved.
- Assist students in the operation of a variety of instructional media machines and specialized equipment of the hearing impaired for the purpose of facilitating the instructional process.
- Maintains a record of student progress for the purpose of providing historical documentation for future reference by self and/or others.
- Maintains records, files, supplies and work aids as assigned for the purpose of providing for necessary materials in an efficient and timely manner.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions;

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and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: basic concepts of child growth and development, and developmental behavior characteristics of the hearing impaired; student behavior management strategies and techniques; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; appropriate English usage, punctuation, spelling and grammar; manual communication language appropriate to the assignment; safe practices in classroom and other activities; reading and writing communication skills; interpersonal relations skills using tact, patience and courtesy; modern office practices, procedures and equipment.

**ABILITY** is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: demonstrating an understanding, patient and receptive attitude toward hearing impaired students; communicating effectively in oral and written form, using an appropriate manual communication language; utilizing a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment; supervising and disciplining students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; writing observations and documenting student behavior; and printing and writing legibly; establishing and maintaining cooperative, effective and empathetic working relationships with others; and maintaining confidentiality.

### **RESPONSIBILITY**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

### **EXPERIENCE**

Job related experience is required.

## **EDUCATION**

Targeted job related education that meets organization's prerequisite requirements.

## **REQUIRED TESTING**

### **PRE-EMPLOYMENT PROFICIENCY TEST**

Must attain a score of 4.0 or higher on the appropriate exam(s) mandated by the State of California. Candidates with a score below 3.9 between July 1, 2007 and June 30, 2009 will be designated as "Interim" and must achieve a score of 3.0 or higher by July 1, 2007 ("Interim 1") and a score of 3.5 or higher ("Interim 2") before July 1, 2008 in order to remain employed in this classification.

## **CERTIFICATES**

Possession of a valid Registered Interpreter for the Deaf Certificate is highly desirable.

## **CONTINUING EDUCATION/TRAINING**

None Specified

## **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance TB Clearance