



Date Adopted:	4/21/09
Range:	9
Classified:	CSEA

## Job Description

## INSTRUCTIONAL PARAEDUCATOR – SIGN LANGUAGE TRANSLATOR

### **BASIC FUNCTION**

Under general supervision, to perform a variety of sign translating assignments for students and teachers; to tutor and provide assistance for hearing impaired students; to assist with the preparation of classroom and teaching materials and assist with the instruction and supervision of students.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Assist with communication between teacher and hearing impaired students through the use of American Sign Language(ASL)/Signed English.
- Translate student and teacher classroom work.
- Interpret specific instructional tasks, working directly with students in reading, math, science, language and other curricular areas.
- Interpret films, records, tapes and other presentations using sign language.
- Monitor students' hearing enhancement equipment.
- Set up instructional games and exhibits.
- Assist the teacher in the instruction of social skills.
- Accompany teachers and students on field trips, community based training, travel and vocational trainings.
- Reinforce core curriculum instruction and confer with teacher(s) concerning programs and materials to meet the individual needs of assigned students.
- Monitor, observe, and direct behavior of students.
- Supervise students on the playground/athletic courts, in the cafeteria and while the teacher is out of the classroom.
- Operate personal computers to assist students with learning exercises; demonstrate proper operation of equipment.
- Other related work as required.

### **QUALIFICATIONS**

#### ***Knowledge of:***

1. American Sign Language (ASL)/Signed English.
2. Correct English usage, vocabulary, spelling, grammar, and punctuation.
3. Classroom procedures and behavior standards.

#### ***Ability to:***

1. Work with hearing impaired students.
2. Understand and carry out oral and written directions.
3. Understand and communicate both orally and in writing in a clear and concise manner.
4. Establish and maintain cooperative and effective working relationships.

5. Operate computer, duplicating and standard office equipment.
6. Perform routine clerical duties such as filing and duplicating instructional materials.
7. Safely and appropriately operate hearing enhancement equipment.
8. Meet schedules and timelines.
9. Work with discretion and in confidence with student information.
10. Maintain documentation and records.

### **EXPERIENCE**

One year, paid or volunteer, experience providing sign language interpreting/translating for hearing impaired individuals. Experience in a school setting is preferred.

### **EDUCATION**

High School Diploma or equivalent and must meet NCLB requirements (48 college units from an accredited college or university; or successful completion of the District Instructional Paraeducator Proficiency Exam).

### **ADDITIONAL REQUIREMENT**

Fluency in American Sign Language/Signed English and the ability to interpret/translate at a typical conversation rate in sign.

### **WORKING CONDITIONS**

#### ***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor office, school site settings, outdoor recreation areas, and field trip locations.

#### ***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials.
- Observe, hear and speak to students.
- Use close vision, color vision, and adjust focus visually.
- Possess dexterity of hands and fingers to operate equipment and perform the necessary functions of the position.
- Stand and walk.
- Walk in classroom and outdoor environments.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Reach horizontally and above shoulders to perform job functions.
- Climb a step stool or ladder and reach above shoulders.

#### ***Hazards:***

Contact with sick children, and dissatisfied or abusive individuals; possible contact with blood borne pathogens and/or bodily fluids.