



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Interpreter II**

Position Type: <b>Classified</b>	Department: <b>Student Support Services</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Audiologist/Coordinator</b>
Salary Range: <b>48</b>	
Term of Employment: <b>9 months</b>	Date: <b>June 8, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists in providing a well-organized and smooth-functioning instructional program by providing interpreting for hearing handicapped students and assisting in the deliver of educational services.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Upholds and enforces school rules, administration instructions and regulations, board policy and state regulations.
- Interprets classroom lecture, activities, incidental language and miscellaneous auditory information and assignments using the sign system and levels as states in the IEP by the educational team.
- Is able to meet the following physical demands: models physical activities (indoor/outdoor); participates in physical activity; ability to adapt to the environmental elements.
- Establishes an understanding of individual students' needs, interests, inabilities, and disabilities.
- Assists in reinforcing skills introduced daily as directed by the teacher, audiologist/coordinator, and related service staff.
- Upholds the goals and objectives for the student's IEP.
- Assists in troubleshooting and maintaining FM equipment and personal hearing aids.
- Attends parent/teacher conferences at the direction of the teacher, audiologist/ coordinator for the hearing impaired.

- Participates in inservice trainings/workshops for continued education and professional growth.
- Maintains knowledge of all aspects of the Code of Ethics and Confidentiality as stated in the Registry of Interpreter's for the Deaf (RID), as implemented for Educational Interpreters.
- Prioritization of duties related to interpreting must take precedence over non-interpreting duties.
- Possesses sufficient knowledge of content in the classroom to be able to interpret its concepts and vocabulary accurately and meaningfully to the student.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid fingerprint clearance card.

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED).
- Show proficiency in interpreting skills through one of the following: minimum passing score of 3.5 or higher on the Educational Interpreter Performance Assessment (EIPA).
- Hold a valid certificate of interpretation (CI) and/or certificate of transliteration (CT) from the Registry of Interpreters for the Deaf (RID); or hold a valid certificate from the National Association of the Deaf (NAD) at Level 3 or higher.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*