

Carson City School District Job Description: DHH Interpreter IV

Job Title: DHH Interpreter IV

Location: District-wide

Reports To: Student Support Services Director or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under supervision, works as part of the team to support deaf and hard of hearing students and other individuals in an educational environment; and to perform related work as required. Bilingual preferred.

Experience or training required:

Knowledge of: Sign language at the advanced level. Communication methods with interpreters and the deaf and hard of hearing through visual means; hearing disorders and their effects on behavior; basic subjects taught in an elementary and secondary school curriculum; understanding of interpreter assessment and skill development, accurate record keeping techniques.

This list of Knowledge, skills, and abilities is not exhaustive and may be supplemented:

- Knowledge of deaf culture, community issues and code of ethics.
- Knowledge of interviewing techniques and practices.
- Ability to competently utilize expressive and receptive skills in ASL and PSE.
- Ability to translate from English to the mode of sign language preferred by the deaf.
- Ability to translate from the mode of sign language to the spoken word.
- Ability to test and evaluate applicants/employees for interpretation skill level.
- Ability to demonstrate a high level of problem solving.
- Ability to demonstrate mental and physical stamina commensurate with the position.
- Ability to interpret and apply oral and written instructions.
- Ability to learn and apply school rules, regulations, and procedures.
- Ability to maintain confidentiality of information.
- Ability to work flexible hours or shifts.
- Ability to work effectively with hearing impaired students and adults.
- Ability to judge as when to act independently and when to refer situations to an administrator.
- Ability to work cooperatively with district employees, students, community persons, and other agencies.
- Ability to recognize and report hazards and applies safe work methods.

Ability to: Use sign language to visually communicate spoken communication; understand and communicate verbal assignments; demonstrate mental and physical stamina commensurate with the position; demonstrate appropriate use of visible speech; follow the grammar of the language; display clear and accurate finger spelling; display appropriate eye contact; convey overall message – voice to sign and sign to voice; demonstrate appropriate lag time – voice to sign and sign to voice; take responsibility for message clarity; convey classroom environmental sounds; work effectively with the deaf and hard of hearing students and adults, and display ethically appropriate behaviors; learn and apply school rules, regulations, and procedures; work flexible hours; develop and maintain a rapport with deaf and hard of hearing students; understand general school subjects and tutor deaf and hard of hearing students in school curriculum through signing; perform routine clerical work; maintain routine records accurately; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written

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instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in sign language for the deaf and hard of hearing; completion of college-level course work in auditory disabilities, sign language, interpreting, or a closely related field; or experience performing the services for the deaf and hard of hearing where signing is required.

Licenses or Certificates required:

Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in sign language for the deaf and hard of hearing; completion of college-level course work in auditory disabilities, sign language, interpreting, or a closely related field; or experience performing the services for the deaf and hard of hearing where signing is required.

Education, Training, and Experience:

1. Minimum of AA Degree, (i.e. college, technical or trade school transcript, foreign equivalency, etc.).
2. Bachelor's degree preferred in ASL linguistics, ASL interpreting, education for the deaf, educational studies (interpreting major); and,
3. Five (5) years of successful K-12 interpreting experience (classroom, workshop, seminar, deaf/blind, legal, medical, etc.); or,
4. Bachelor's degree in a related field; and,
5. **A valid driver's license issued by the state of residence, and an original Social Security Card.**

The Job Functions:

Positions in this class convey a variety of sounds to deaf and hard of hearing students on a tutorial basis or within a small group by use of sign language. Incumbents typically perform general instructional assistant duties in support of deaf and hard of hearing students both inside and outside of the regular classroom. Teaching of sign language may occur during student interaction or interaction with interpreters. Lectures, assignments and other school activities for deaf and hard of hearing students will be conveyed using sign language. Reverse conveyance of sign language from a deaf and hard of hearing student into English is required. Restructures expressed language to receiving party for clarity and comprehension. May type and duplicate bulletins, instructional material, schedules, correspondence, reports, and a variety of classroom and school materials. Act as liaison among administrative/educational staff, resource personnel, and student body promoting an understanding and sensitivity toward the needs of the deaf and hard of hearing. Conforms to safety standards as prescribed. Performs educational tutoring in the classroom as the situation demands. Performs other tasks related to the position as assigned.

Essential Job Functions:

Attends classes with deaf and hard of hearing students and observes interpreting services; conveys a wide range of audio stimuli, including class lectures and the audio portion of audiovisual aids, classroom discussion, inter-pupil conversations, interpreter and teacher counseling, parent counseling and transactions on the school campus in the course of a typical students' day including informing deaf and hard of hearing students of assignments, procedures and teachers' explanations; where the student has questions, the incumbent voices questions posed by the deaf and hard of hearing students; monitors/assists with FM systems, hearing aids and other assistive devices; supervises children on the playground and interpreting services; corrects papers; attends extracurricular meetings with students, signing for students those portions of activities not understood because of the inability to hear; assists students to understand requirements of various forms of academic competition and assists students, where appropriate, in the competitive activities

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of the school; completes records and reports pertaining to special education requirements; attends Individual Education Program (I.E.P.) meetings, principal/teacher's meetings, board meetings, due process hearings, Office of Civil Rights (O.C.R.) hearings, civic organization meetings, parent support groups, presentations to schools as required, etc.; maintains confidentiality of student records, student contact and related areas; completes routine record keeping tasks accurately; work with unusual student behavior; cooperate and work effectively with other employees, students, and the public; recognize and report hazards and apply safe work methods; and performs related work as required.

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented:

- Interprets spoken English to the mode of sign language preferred by the deaf consumer (i.e., American Sign Language (ASL), Manually Coded English (MCE), Pidgin Sign English PSE).
- Reverse interprets from ASL and/or PSE into spoken English.
- Coordinates the assignments of interpreters on a routine basis for absences, and additional requests (i.e., graduations, field trips, etc.).
- Assists with supervision and mentoring of interpreters to increase technical sign language skills.
- Provides input for the evaluation of technical skills of sign language interpreters.
- Assists with the interviewing process of potential educational interpreters within the Hearing-Impaired Program.
- Record and submit mentoring and professional development information to the state.
- Provides opportunity for interpreters to increase knowledge/skills through staff development planning and delivery.
- Assists division personnel with program activities including recruitment and retention of interpreting staff, research and evaluation, system designs and implementation.
- Provides confidential, educational, medical, and legal interpreting for district personnel in a variety of situations, (i.e., telephone calls, public relations appearances, board meetings, legal conferences, etc.).
- Provides information to the public, students, teachers, and other employees regarding established Carson City School District policies, regulations, practices and procedures.
- Serves as a resource person to administrative/educational staff, resource personnel, and community agencies in promoting understanding and sensitivity to the needs of the deaf and hard of hearing population and the role of the Educational Interpreter.
- Maintains effective relationships with interpreting service agencies.
- May perform clerical duties such as editing, composing correspondence/reports, proofing, filing, answering telephones, etc.
- Assists with special projects, as assigned.
- Conforms to safety standards as prescribed.
- Performs other tasks related to the position as assigned.
- Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Light Work – Lifting, carrying, pushing or pulling up to 25 pounds maximum.

Physical Demands: Frequent signing, finger spelling, and use of speech. Frequent use of vision.

Signing/Auditory/Oral: Frequent communications with persons who are deaf/hard of hearing and/or persons who are hearing, via person-to-person, telephone, and/or TDD.

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Vision: Frequent use of vision (near/far acuity) in order to convey signs/finger-spelled words/body language accurately into spoken English, read printed material, and/or monitoring devices.

Environmental Conditions: Climate controlled office and school settings with some exposure to the outdoors. Moderate noise intensity levels.

Incumbent may be required to attend conferences and seminars to maintain and improve signing skills.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks: Knowledge of Telephone Devices for the Deaf (TDD) and relay systems, typewriters, various computers, printers, fax machines, district issued/personal vehicles, etc.

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.