

## Carson City School District Job Description: DHH Interpreter II

**Job Title:** DHH Interpreter II

**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. Interpreters for the deaf and hard of hearing may move to the next level or pay grade in this class by achieving a rating of proficiency in providing interpreting services associated with the job description. All pay increases will go into effect at the beginning of the school year immediately following obtainment of the new level of proficiency. Bilingual preferred.

### **Experience or training required:**

**Knowledge of:** Sign language at an advanced level. Communication methods with 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; record keeping techniques.

**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 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:**

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. A passing score on the Nevada Department of Education competency test for Paraprofessionals is required. The following credentials are required at the time of application: Certification from the National Association of the Deaf (N.A.D.) or its successor organization as having a level of proficiency in providing interpreting services at Level 3 **or**, have completed the Educational Interpreter Performance Assessment (E.I.P.A.) administered by the Boys Town National

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Research Hospital or its successor organization and received a rating of proficiency in providing interpreting services at Level 3 – 3.9 or higher.

### **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. 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; conveys a wide range of audio stimuli, including class lectures and the audio portion of audiovisual aids, classroom discussion, inter-pupil conversations, 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; 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 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. 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.

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.

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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.

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (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.