



William S. Hart Union High School District
Personnel Commission – Classified Employment

OPEN CONTINUOUS EXAM ANNOUNCEMENT
Educational Sign Language Interpreter

THE POSITION:

Educational Sign Language Interpreter is a 9 months per year, 6 or 7 hours per day position (depending on assignment). Classified Salary Range 300: \$24.48 to \$28.03 hourly.

CERTIFICATION BY THE NATIONAL RID (OR EQUIVALENT) OR LEVEL 4.0 OR HIGHER EIPA, ESSE-I/R, OR NAD/ACCI ASSESSMENT IS REQUIRED.

APPLICATION DEADLINE: ***Open Continuous***

EXAM PROCESS:

Qualifications Appraisal Interview (QAI): Qualified applicants will be invited to a QAI, date TBD. Invitations to the QAI will be emailed.

Exam Weight: QAI 100%

APPLICATION PROCESS: All applicants must apply online at www.applitrack.com/hartdistrict/onlineapp. From the home page, access the “External Applicants” section and select “Start an application for employment.” If you have previously submitted an online application, select “Log-in” to access your saved application. Follow the steps as directed. On the “Vacancy Desired” section, select **Job ID #1859 (Educational Sign Language Interpreter)**. Applications submitted without a Job ID# will not be routed appropriately and will not be accepted. You will receive a confirmation email once your application has been received. ***All correspondence (i.e., exam invitations, exam results) will be handled via email from mailbot@applitrack.com. Please update your email account to allow email from this sender.***

SCREENING PROCESS:

Online applications will be screened to determine if the minimum qualifications are met. All applicants will be notified of his/her qualification status via email.

ALL APPLICANTS:

A qualifying score must be achieved on all portions of the examination(s) in order to be placed on an eligibility list. Ranking on a list is determined by scores attained plus any applicable seniority or veteran’s points. Certification of the top three ranks shall be those of the open and promotional eligibility lists who have the highest examination scores. As part of your rights, Merit Rule section 2.14.C, Review and Appeals of Examination states, “if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period”. The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at (661) 259-0033, ext. 410.

The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the exam.

William S. Hart Union High School District**Position Description**

Position: Educational Sign Language Interpreter	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, March 9, 2011	Salary Range: 300

Summary

Under the direction of the Director of Special Education, facilitates communication between deaf or hard-of-hearing students, or students with a cochlear implant, and teachers, staff members, and peers within an educational environment, using any of a variety of manual and verbal communication systems in a highly proficient manner reflecting the affect of the speaker and/or signer.

Distinguishing Career Features

The Educational Sign Language Interpreter provides communication through the use of sign-to-English and English-to-sign skills. Advancement to Educational Sign Language Interpreter requires coursework and certification, and competency using manual sign systems such as American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English in a highly proficient manner for simultaneous translation.

Essential Duties and Responsibilities

- Interprets for deaf or hard-of-hearing students in a variety of educational settings, including, but not limited to, classroom lectures and activities, group discussions, assemblies, and counseling sessions, using various sign language systems and voice interpretation at a normal conversational rate.
- Interprets a wide range of curriculum, including scientific and advanced placement topics, lectures, educational information and all directives presented by the teacher. Confers with students, teachers and staff to develop new signs for technical subject matter.
- Attends and provides interpretation services for various events and activities such as classroom activities, meetings, conferences, phone calls, workshops, award ceremonies, counseling functions, field trips, assemblies, sports events, student clubs, staff presentations, back to school night and graduation ceremonies.
- Reviews and evaluates lesson plans and instructional materials in preparation for classroom activities and interpretation services.
- Communicates and confers with staff, parents and various outside agencies to exchange information and resolve issues or concerns, as needed.
- Participates in meetings and in-service training programs as assigned.
- Provides voice interpretation for deaf or hard-of-hearing individuals as needed.
- Confers, as needed, with teachers concerning student needs. Alerts teacher, resource staff or case manager to any special problems or information concerning students' may assist appropriate staff to develop individual and group educational goals and objectives.

- Participates in meetings and in-service training programs as assigned.
- Assists the instructional staff in observing and controlling the behavior of students in the classroom according to approved procedures; monitors students during outdoor activities and lunch periods as required; reports progress regarding student performance and behavior.
- Assists and guides students by providing appropriate role modeling, emotional support, patience, and a friendly and engaging attitude. Must observe confidentiality. Must be discrete in responding to student behaviors and educational needs whenever possible.
- Assists and supervises deaf and hard-of-hearing students in moving from place-to-place in a safe, orderly manner.
- Operates a variety of office and classroom equipment such as copiers, audio-visual devices, computers and assigned software; utilizes specialized equipment for deaf and hard of hearing students such as assistive listening devices; drives a vehicle to conduct work.
- Attends and participates in various in-services, mentoring activities, workshops and other training activities as required.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Specialized knowledge of expressive and receptive forms of sign language systems which may include American Sign Language, Conceptually Accurate Signed English, Signed Exact English, Manually Coded English, and Pidgin Signed English.
- Interpreting strategies and techniques necessary to accommodate individual needs of students in a variety of educational settings.
- Current developments, trends and techniques in the field of interpreting for the deaf.
- Foundational concepts of deaf culture.
- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Student guidance principles and practices related to deaf and hard of hearing children.
- National Associate of the Deaf (NAD) and the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct.
- Operation of standard office and classroom equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Safe practices in classroom and school campus activities.

Abilities

- Requires the ability to carry out all aspects of the position.
- Interpret and communicate fluently and with high proficiency (over 80% of content) in the sign language system appropriate to the individual needs of the student.
- Assess and adjust to students' language abilities and their preferred sign language system.
- Convey information promoting the awareness of the unique needs of, and issues pertinent to, deaf or hearing-impaired persons.
- Express common technical and vernacular expressions used in the classroom in a clear manner.
- Demonstrate sensitivity to the communication process between deaf or hearing-impaired persons and the needs of the persons involved in that process.
- Speak and write English clearly and with proper structure.

- Assist teaching staff with implementation of instructional goals and activities in a classroom, small group or individual learning environment. Interact with teachers, specialists and colleagues in order to carry out assigned duties.
- Assist in maintaining order among students in their assigned learning environment.
- Relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- Exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.
- Maintain confidentiality of student and school information.
- Learn district and state regulations, policies and objectives applicable to assigned program.
- Prepare and maintain documentation and reports as needed.
- Operate instructional and office equipment.

Physical Abilities

- Perform work of an active nature.
- Well-developed arm, hand, and finger dexterity in order to perform advanced sign language interpretation.
- Stand for extended periods of time.
- Visual acuity to recognize numbers and words, and detect speech patterns.
- Hearing acuity sufficient to understand information to be interpreted in a variety of educational environments.
- Facial dexterity to produce readable mouth movements for specific sign language expressions.
- Manual dexterity to produce readable sign language through movement of fingers and arms.
- Visual acuity to see information to be voiced (such as sign language and facial expressions).

Education and Experience

Associate's degree in a sign language interpreter training program, deaf studies or a related area. One year of experience providing sign-to-English (expressive skills) and English-to-sign (receptive skills) interpreting in one or more sign systems/languages. Additional related experience in an academic or similar environment may be substituted for some higher education based on two years of experience for one year of college.

Licenses and Certificates

Candidates must possess valid certification issued by the national Registry of Interpreters for the Deaf, having achieved the score on the Educational Interpreter Performance Assessment, the Educational Sign Skills Evaluation-Interpreter, or the National Association of the Deaf/American Consortium of Certified Interpreters assessment as required under California State Law; or have met comparable requirements. Valid California driver's license.

Work Environment

Work is performed in a classroom, office, and intermittent outdoor environments where minimal health and safety considerations exist.