

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: INTERPRETER ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Teacher, assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment by performing translating, tutorial and interpreting services.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment by performing translating, tutorial and interpreting services; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students by interpreting a variety of instructional exercises; interpret instructional directions to students and facilitate communications between student and teacher; interpret class lectures, discussions, social interactions with other students and other communications; interpret from spoken language into sign language and from sign language into spoken language.

Tutor and interpret for individual and small groups of deaf and hard-of-hearing students to reinforce and follow-up instructional concepts utilizing sign language, miming and manual communication techniques; assist students in completing classroom assignments, homework and projects in various subject areas; accompany students into and interpret for mainstreamed classes as needed.

Assist with reading activities; assist students with letter and word recognition and understanding; assist students with spelling and writing exercises and assignments; assist students with developing sign language skills; utilize sign language to explain concepts related to various subject areas.

Explain and assure student understanding of classroom assignment and homework instructions; assure student understanding of classroom rules and procedures; assist assigned teacher with the implementation of lesson plans and development of educational goals and strategies.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments and record grades as required; take attendance; assist in administering and monitor students during tests as assigned.

Observe and control behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior; monitor and interact with students during outdoor, leisure, physical education, cafeteria, field trip and other activities as required.

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Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist with the development and implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.

Maintain various records and files related to students, discipline, grades and assigned activities.

Escort students to and from classes and other locations as assigned; assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Communicate with County Office staff and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and classroom equipment such as a copiers, audio-visual devices, computers and assigned software.

Provide classroom support to the teacher by setting up work areas, decorations and displays, and distributing and collecting paper, supplies and materials.

Provide interpreter services for IEP's, substitutes, County Office staff and instructional videos as needed.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Assist students with the development of social skills as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

American Sign Language, Signing Exact English and various other assigned sign systems.

Principles and practices of sign language communication

General needs, problems, learning styles, and requirements of deaf and hard of hearing students.

Current developments, trends and techniques in the field of interpreting for the deaf.

Child guidance principles and practices related to deaf and hard of hearing students.

Safe practices in classroom activities.

Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

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Problems and concerns of students with special needs.  
Operation of standard office and classroom equipment including a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Record-keeping and filing techniques.

**ABILITY TO:**

Assist with instruction and related activities in a classroom or assigned learning environment.  
Perform translating, tutorial and interpreting services for mainstreamed deaf and hard-of-hearing students.  
Reinforce instruction to individual or small groups of deaf and hard of hearing students as directed by the teacher.  
Interpret for students using sign language, miming and manual communications.  
Understand and relate to deaf and hard of hearing students.  
Perform a variety of clerical duties including typing, filing and duplicating materials.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Monitor, observe and report student behavior and progress according to approved policies and procedures.  
Understand and follow oral and written instructions.  
Operate standard office and classroom equipment including a computer and assigned software.  
Observe health and safety regulations.  
Maintain various records and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in sign language and two years experience as an interpreter for the deaf or hard of hearing

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and outdoor work environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to sign for students.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to read a variety of materials and interpret the sign language of others.  
Hearing and speaking to exchange information.  
Reaching overhead, above the shoulders and horizontally.