



Hemet Unified School District
1791 W. Acacia Avenue – Hemet, CA 92545 – (951) 765-5100

Educational Interpreter Aide

JOB SUMMARY

Under the supervision of a site administrator and daily work direction of a credentialed teacher (s), using basic signing skills, provides instructional assistance to students, individually or in groups, primarily in a self-contained Deaf and Hard of Hearing classroom; assists in the supervision of students in the classroom, at lunch, or during play; performs routine clerical duties; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Educational Interpreter Aide primarily assists a credentialed teacher by providing instructional assistance in a Deaf and Hard of Hearing self-contained classroom. The incumbent in this classification presents learning materials and instructional exercises using signing skills and, on occasion, beginning-level interpreting skills. Positions in this class assist instructional personnel in bringing positive concentrated study and learning opportunities to individual hearing impaired students and assist in creating a proper classroom and learning environment for such students. The full responsibility for appropriate instruction, curriculum materials and evaluation resides with the certificated instructional staff, although the Educational Interpreter Aide may assist in this effort under the guidelines set forth by the certificated staff. The duties listed below are typical for positions in the class collectively, but no one position will necessarily include all of these duties.

ESSENTIAL FUNCTIONS

- Instructs individual or small groups of deaf and hard of hearing students, as directed by the teacher.
- Reinforces lesson concepts in various academic areas using the most appropriate sign language system.
- May support students in general education classrooms by providing signing instructional assistance and modifying class activities, under the direction of the classroom teacher, for appropriate grade level.
- Prepares instructional materials for each day's lesson as directed by the teacher.
- Types, files, duplicates, assembles, and laminates materials as directed.
- Maintains written and computer records of student progress for teacher.
- Operates a variety of office and instructional equipment as assigned.
- Monitors students in assigned areas such as playground, halls, lunchroom, etc., enforcing safety and appropriate behavior.
- Accompanies students on field trips as assigned; answers telephone calls and responds to bells, alarms and buzzers for deaf students.
- May assist students with toileting and care of related physical needs.
- Participates in in-service training as assigned.
- Performs other related duties as assigned.
- Utilizes teacher-provided materials or selects instructional activities and techniques within a limited range consistent with the teacher's lesson plans to meet the needs of individual students.
- Explains teacher instructions, activity directions, etc. to students as necessary.
- Prepares and assists in instructing students in the use of a variety of supplementary instructional materials and audiovisual aids.
- Instructs students in use of appropriate oral language.
- Demonstrates or instructs students on life skills.
- Monitors classroom to motivate and encourage students to stay on task.
- Assists students in developing their self-control and social skills by following the teacher's plan for behavioral support and orderly classroom management.
- Confers with the teacher regarding student performance, progress and problems.

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EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Reading, writing and mathematics exceeding the 12th grade level.
- American Sign Language.
- Correct English usage and appropriate vocabulary.
- Basic principles of child behavior and development.
- Basic academic subjects taught in elementary and middle schools.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate behavior.
- Problems and concerns of students hearing disabilities.
- Basic record keeping techniques.
- The proper operation of closed caption machines, TDD, phone, computer, printer, FAX, Scantrons, copy machine, VCR, overhead projector and TV monitor and other related equipment.

ABILITY TO

- Read, write and speak English proficiently.
- Assist in instructing or assist in instructing readiness for reading, writing and mathematics in a classroom or assigned learning environment.
- Motivate, gain the cooperation of, and relate well to students as an adult role model.
- Be especially patient, consistent, caring and understanding in approach to students.
- Monitor students and provide behavioral support according to approved policies and procedures.
- Remain calm in stressful situations.
- Be flexible and able to adapt to changes in routine and duties.
- Be organized and manage time effectively.
- Maintain records and confidentiality.
- Be reliable in attendance, punctuality, and follow-through.
- Maintain grooming and dress appropriate for job duties and as an adult role model.
- Perform routine clerical duties and learn to operate instructional and office equipment.
- Communicate with deaf and hard of hearing students using American Sign Language consistent with everyday but not technical conversations.
- Learn and apply basic first aid.
- Memorize in order to recall names, faces, signing systems used in class, emergency procedures, information presented in class and other school activities.
- Learn beginning level interpreting.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students in an assigned subject area as directed by the teacher.
- Model appropriate oral language.
- Perform basic mathematical computations accurately.
- Work cooperatively and effectively with teachers and follow their directions.
- Work cooperatively with co-workers, school staff, parents and others.

EDUCATION

- High School diploma or general degree (GED), and possession of the knowledge and abilities listed above

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EXPERIENCE

One year of experience using manual communication, preferably working with children in an education setting or a child care setting is desirable; or any combination of training and experience that could likely provide the desired knowledge and abilities to assist hearing impaired students in an educational environment. Incumbents are encouraged to participate in on-going educational opportunities through courses, seminars and workshops in the area of signed interpretation, instructional services, psychology, and/or guidance.

Licenses

- Valid California Driver's License

WORKING CONDITIONS

Environment:

Work is performed in primarily indoor environments but the necessity to go to different locations involves some exposure to the outdoor elements.

PHYSICAL ABILITIES

Manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (occasionally); squat, kneel, push, pull, climb stairs (infrequently); Lift & carry items to 10 pounds (occasionally), to 25 pounds (infrequently); grasp/ manipulate materials and supplies (frequently); use seeing, hearing & speaking (continuously).