

## **SPECIAL EDUCATION AIDE - AMERICAN SIGN LANGUAGE**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under supervision of the site Principals, perform highly specialized functions in the interpreting/transliterating classroom lectures, instructional materials, media, mainstream classroom instruction, informal conversation discussion, interpreting and tutoring Deaf and Hard of Hearing students in assigned academic or elective subject areas. Facilitate communication between hearing students and students who are deaf and hard of hearing, parents, and others by providing comprehensive manual and/or oral interpreting services.

### **ESSENTIAL FUNCTIONS:**

- Performs specialized duties requiring the application of and proficiency in accepting and designated sign languages such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contract Sign Language (PSE), Signing Exact English (SEE II), and finger spelling
- Recognizes and adjusts interpretive language to match the students' preferred language and language mode to ensure that the student comprehends the interpretation
- Interprets/transliterates mainstream and self contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra-curricular activities
- Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned Deaf/HOH student/staff; communicating intensity/feelings of both originator and receiver
- Voice interpret for Deaf/HOH students, staff and parents
- Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence, decision making and problem-solving techniques necessary for "mainstreaming" and life skills
- Tutors and assists Deaf/HOH students, individually or in groups, in academic or elective subjects; and assists teacher in self contained classroom with instruction as assigned
- Prepares, designs, and develops instructional materials to assist Deaf/HOH students in a learning environment under the direction of a certificated teacher
- Prepares for specialized instructional vocabulary, researches specific terminology and signs appropriate to classroom material lectures
- Interprets/transliterates for assigned Deaf/HOH student(s), staff, and parents at extracurricular activities/events, during meetings, student orientations, workshops, and other related events

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of an AA/AS degree, or 48 units, or passage of District Proficiency Test (CODESP) – Level 4 certification desired
- Minimum typing ability

**KNOWLEDGE OF:**

- Various modes of sign language, finger spelling, and gestures as required by assignment including American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II) and American Manual Alphabet (finger spelling) methods and techniques used in communicating with deaf and hard of hearing persons
- Team interpreting
- Code of Ethics prepared by the National Registry for Interpreters for the Deaf
- Basic child guidance principles and effective management techniques
- Basic social/emotional need and challenges associated with Deaf/HOH students
- Deaf culture
- Basic English and mathematics
- Functions and procedures specific to the classroom environment
- Needs and requirements of students
- Clerical skills, i.e., typing, filing, and record-keeping
- Basic first aid practices, procedures and techniques

**SKILL TO:**

- Effectively and accurately interpret/transliterate classroom lectures/instruction/discussion, videos and other related activities using sign language/voice and appropriate vocabulary
- Voice interpret for Deaf/HOH students/staff
- Team interpret in a mainstream environment providing support as needed
- Read and write at a sufficient level to successfully perform the required duties
- Understand and follow oral and written instructions
- Organize a task and carry it to completion with efficient use of time
- Possess effective communication skills
- Be sensitive to children
- Maintain a harmonious working relationship with parents, students and other employees

**PHYSICAL FUNCTIONS:*****Ability to:***

- Hear and understand speech at normal levels
- See and read notes, memos, student reports, and other printed materials
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit and stand for periods of time
- Sit on floor as needed

## **REQUIRED EXAMINATION(S) AND/OR CERTIFICATION**

- A passing score on a proficiency examination for reading, writing and mathematics skills test of the County Office of Education
- Possess valid certification issued by the Registry of Interpreters for the Deaf (RID) or at least a Level 4.0 assessment from the National Association of the Deaf (NAD); Educational Sign Skills Evaluation (ESSE); or other statewide or nationally recognized organization or certifying body.

## **EXPERIENCE:**

Any combination of education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way of demonstrating these qualifications would be:

- Completion of any interpreter training program equivalent to an Associate's Degree with coursework in sign language, psychology of deafness or a related field.
- One year of experience as an interpreter in an educational setting with proficiency to accurately interpret spoken English for Deaf and Hard of Hearing students and interpret designated sign language to spoken English.

## **WORK YEAR:**

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**