

**Tehama County Department of Education**  
**JOB DESCRIPTION**  
**Interpreter/Supervisor**

**DEFINITION:**

Under supervision of the Assistant Superintendent-Special Schools and Programs, the Interpreter/Supervisor serves as a lead and/or major resource to others in the performance of a variety of daily activities in the support services to students with hearing impairments who are mainstreamed in regular school classes. Assists in coordinating the interpreters, providing technical leadership, training and assistance to other interpreter staff; assists in organizing work assignments and setting work priorities; may take the lead in the most difficult and complex support staff work assignments of the unit; assesses, recommends and informs applicants of California credential/certificate requirements.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Serves as a lead to other employees in the Interpreter classification, addresses day-to-day procedural questions/issues; supervises and evaluates the work being done by the Interpreters.
- Assign substitutes for Interpreters, classified and certificated staff, as needed, including overtime and extracurricular activities.
- Work with certificated supervisors to create a supportive learning environment in the classroom.
- Work with teacher supervisors to resolve conflicts or problems between employees.
- Work with teacher supervisors regarding supervision strategies and training for classified staff.
- Input, process, maintain and evaluate a variety of data and information; audit information and prepare related reports as assigned.
- Operate a variety of office equipment including a telephone, computer, facsimile, copier, computer and assigned software; operate a vehicle to conduct work.
- Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns related to computer systems, data and technical issues.
- Provide sign to voice/voice to sign interpreting which may include American Sign Language, a form of manually coded English, and/or oral interpreting depending on the needs of the student.
- Provide tutoring and/or note taking and other support services (such as photocopying, typing, record keeping, etc.) when necessary and interpreting is not needed.
- Participate in educational team meetings providing insight on the success of communication strategies.
- Provide interpreting for extracurricular activities and parent meetings as needed (such as back to school night, graduation, etc.). These activities/meetings may extend beyond the school day.

- Provide assistance with orientations to deafness, proper use of interpreting services to hearing students and staff, and/or other in-service training
- Consult with the DHH program supervisor and classroom teachers on a regular basis.
- Monitor, on a regular on-going basis, the effectiveness of hearing aids and other instruments intended to improve the students' ability to receive auditory input and maintain a log or record of these monitoring activities.
- Perform other duties as assigned.
- Drive frequently for department business.

#### KNOWLEDGE OF:

- American Sign Language (ASL), Manually Coded English (MCE), and/or other sign systems.
- Code of Professional Conduct prepared by the National Association of the Deaf.
- Methods and techniques used in communicating with deaf and hard of hearing persons.
- Technical signs and/or vocabulary used in educational settings.
- Confidentiality standards in the educational setting.

#### ABILITY TO:

- Hear spoken language communication
- Use ASL, MCE, Pidgin/Contact Signing, and/or other sign systems
- Interpret spoken English at a rate appropriate for expected job performance
- Voice for deaf and hard of hearing persons
- Interpret or transliterate for a group of deaf and hard of hearing persons
- Understand and use proper English, including vocabulary and grammar
- Function as a member of the educational team performing support activities as required

#### QUALIFICATIONS and REQUIREMENTS:

- Completion of an Interpreter Training Program
- Minimum 4 years experience interpreting in educational field
- Valid California driver's license and evidence of insurance.

#### PHYSICAL DEMANDS:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer; ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations. In addition, the employee is regularly required to use hands to communicate using manual communication, frequently for most of the working day.

MENTAL DEMANDS:

While performing the duties of this class, the employee is regularly required to use written, oral and manual communications skills; read and interpret information; analyze and solve basic problems; observe and interpret people and situations; using basic math and mathematical reasoning; learn and apply new information or skills; work under intensive deadlines; and interact with Tehama County management, administrators, staff, parents and others encountered in the course of work.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.