

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE serves as a member of the educational

interpreting services to facilitate

communication, in administrative and instructional settings and activities involving technical and specialized subject matter and vocabulary; supports the professional development of Education Interpreter staff by providing and/or coordinating professional development opportunities; coordinates staff assignments to ensure interpretation services are provided to students.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs specialized duties requiring the application of, and proficiency in, accepted and designated sign language (PSE) Exact language preferences interpreted

Provides interpretation and translation services for staff of meetings

with staff, teams, and administration.

Coordinates staffing to ensure interpreting needs for students are met; assigns teams to provide interpreter services to students participating in extra curricular activities; monitors daily staffing levels to ensure proper coverage.

Adheres to the Registry of Interpreters for the Deaf (RID) and National Association of Interpreters in Education (NAIE) code of professional conduct.

Recognizes and adjusts language to match the assigned DHH students/staff's preferred language and language mode to ensure that the student comprehends the interpretation.

Researches specific terminology and signs appropriate to classroom material and lectures.



Serves as a resource to students and staff on appropriate use of interpreting services; serves as a positive liaison between DHH program participants and non program participants; trains certified and other staff members in simple signing methods as directed; enhances communication between students.

Render the message faithfully by conveying the content and spirit of what is being communicated using language most readily understood by consumers and correcting errors discreetly and expeditiously.

Interpreters are expected to honor consumer preferences in selection of interpreters and interpreting dynamics, while recognizing the realities of qualifications, availability, and situation; consider consumer requests or needs regarding language preferences and render the message accordingly (interpreted or transliterated). Approach consumers with a professional demeanor at all times. Facilitate communication access and equality and support the full interaction and independence of consumers.

Support the professional development of Education Interpreters by providing coaching and guidance; provides and/or coordinates professional education opportunities for interpreter staff.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

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 DHH students/staff.

Interprets/transliterates for assigned student(s), staff, and parents at extracurricular activities, meetings, student orientations, workshops and other related events.

Orients substitute staff to classroom routines and procedures and individual student's needs as necessary.

Participates in ongoing professional development.

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 as needed.

Prepares designs and develops instructional materials to assist students in a learning environment under

Administrative Interpreter



May accompany students to and from means of transportation, including the supervision of students while loading and unloading buses; supervises students during student unstructured time, including recess, breaks, lunch, between classes and before and after school.

Observes students in the DHH program on a day to day basis; provides feedback to staff as necessary.

May operate specialized communication equipment for students in the DHH program.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various modes of sign language, finger spelling, and gestures as required by assignment, including language, ASL



Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to effectively sign, operate special equipment and perform the duties of the position.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Lifting light objects.

Approved by the Personnel Commission February 9, 2022

Revised 7/13/22, 10/12/22



Marisa Perry
Director III – HR/ Classified Personnel Services

Date: 10/12/22

