

## **Goleta Union School District**

### **Translator/Transcriber for the Deaf and Hard of Hearing**

#### ***Basic Function***

Under the direction of a Principal, perform translating, tutorial services and interpreting services for students with severe hearing impairments; translate for students using appropriate manual communications; assist instructional personnel in the conduct of learning experiences; perform routine clerical and supportive tasks for instructional personnel; serve as transcriber of spoken communication between speaking persons and Deaf and Hard of Hearing student(s) using computer software and technology; provide edited printed notes for DHH student(s).

#### ***Representative Duties***

Assist students by providing voice to sign and sign to voice translations and transcriptions that include a variety of instructional exercises, and by presenting various instructional materials designed to enhance the learning process; translate instructional directions to students and enhance communication between student and teacher. E

Provide real time transcription. E

Tutor and interpret for individual and small groups of students to reinforce and follow-up instructional concepts; assist students with study activities in carrying out the various aspects of their individual education plans. E

Prepare and assist in the preparation of a variety of instructional materials and learning aids. E

Maintain a variety of records and files, including confidential student records and information. E

Operate and assist students in the operation of a variety of instructional media machines and specialized equipment for the deaf and students with multiple disabilities. E

Requisition, distribute and maintain an appropriate inventory of textbooks, instructional materials, supplies and equipment. E

Perform a variety of routine clerical functions.

Assist in administering criterion referenced and general achievement tests.

Participate in parent conferences as requested.

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Basic concepts of child growth and development, and developmental behavior characteristics of the hearing impaired.

Student behavior management strategies and techniques

Computer and related software knowledge, as well as other related peripheral hardware.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Manual communication language appropriate to the assignment.

Routine record management, storage and retrieval systems.

Typing speed of 60 wpm.

##### *Ability to:*

## **Translator/Transcriber for the Deaf and Hard of Hearing**

Demonstrate an understanding, patient and receptive attitude toward hearing impaired students.

Communicate effectively in oral and written form, and using an appropriate manual communication language.

Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.

Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment.

Effectively and efficiently tutor and instruct students in academic subject areas common to an elementary school setting.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school supplemented by demonstrated training or course work in manual communication, instructional technology, educational transcription, and subject matter areas applicable to the education of the hearing impaired and two years of experience performing interpreting and translation functions for hearing impaired students.

### ***Licenses and Other Requirements***

Manual language proficiency will be sufficient to translate academic English content for elementary age students. Proficiency will also reflect translation at a normal conversational rate. Requires specialized knowledge of expressive and receptive forms of sign language systems including, but not limited to: American sign, conceptually accurate signed English, signed exact English, manually coded English, and pidgin signed English.

Proficiency sufficient to meet District standards for (K-6) educational transcription.

### ***Working Conditions***

#### *Environment*

Indoor, outdoor and classroom environment.

#### *Physical Demands*

Dexterity of hands and fingers to sign, finger spell and word process on a computer.

Continuous use of elbows, shoulders, neck, back, lips and/or jaw.

Sitting or standing for extended periods of time.

Bending at the waist to assist students.

#### *Hazards*

None