

Goleta Union School District

Translator 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.

Representative Duties

Assist students by translating 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

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.

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

Manual communication language appropriate to the assignment.

Routine record management, storage and retrieval systems.

Ability to:

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.

Translator for the Deaf and Hard of Hearing

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 and subject matter areas applicable to the education of the hearing impaired and two years of experience performing interpreting and translating functions for hearing impaired students.

Licenses and Other Requirements

None

Working Conditions

Environment

Indoor, outdoor and classroom environment.

Physical Demands

Dexterity of hands and fingers to sign and finger spell.

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