



## PERSONNEL COMMISSION

**Class Code: 5224**  
**Salary Range: 35 (S1)**

### SIGN LANGUAGE SERVICES SUPERVISOR

#### JOB SUMMARY

Under general supervision, oversee and participate in the daily operations and activities of the District's sign language interpreting services to assure smooth and efficient delivery of services to deaf and hard of hearing individuals; train and supervise the performance of assigned staff; independently interpret complex subject matter, educational concepts and special events in a variety of settings; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Oversee and participate in the daily operations and activities of the District's sign language interpreting services to assure smooth and efficient delivery of services to deaf and hard of hearing individuals. **E**
- Train and supervise the performance of assigned staff; schedule and assign interpreters to assure adequate District-wide coverage; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Communicate with site administrators, vendors and others to coordinate activities, schedule work, resolve issues and exchange information; assure compliance with applicable laws, codes, rules and regulations. **E**
- Provide sign language interpreting services to deaf and hard of hearing individuals to facilitate communication between students, staff, parents, teachers and others; serve as a resource regarding the deaf and hard of hearing community and culture and the role of interpreters. **E**
- Serve as an interpreter in a variety of settings such as classrooms, assemblies, theatrical performances, sporting events, meetings, conferences, after school programs, field trips, special events, vocational trainings, workshops and emergency situations. **E**
- Interpret during classroom and other activities including lectures and discussions, non-captioned visuals, story readings, plays and public address announcements; utilize a register range appropriate to the setting and intent of the speaker. **E**
- Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems and voicing into English for deaf and hard of hearing students, District staff, parents and others. **E**
- Communicate with students utilizing the mode of communication best suited to their needs in accordance with Individualized Education Plans (IEP); participate in IEP

- meetings as requested; confer with District staff regarding student progress and other concerns; maintain confidentiality of sensitive and privileged information. ***E***
- Review textbooks and academic materials to prepare for interpreting; confer with teachers regarding environmental changes to enhance instruction and modification of assignments for students; operate audio-visual equipment as needed. ***E***
  - Reinforce instructional concepts and assure student understanding of classroom instruction and related materials; interpret student questions, comments and responses to teachers. ***E***
  - Encourage and guide students to focus on assigned tasks, be involved in learning activities and to become self-reliant; assist students with and demonstrate use of auditory equipment as needed. ***E***
  - Observe and record information regarding student behavior, progress and other significant data. ***E***
  - Assist with monitoring classroom, outdoor, playground, field trips and other activities to assure the safety of students. ***E***
  - Interpret for deaf and hard of hearing District staff and others at meetings, trainings and other events where interpretation is needed. ***E***
  - Prepare and maintain a variety of records, files and reports related to assigned activities and personnel; recommend and oversee contracts with outside service providers. ***E***
  - Develop and implement policies, procedures and standards related to deaf and hard of hearing services; provide technical expertise and assistance to others regarding available services; advise administrators of unusual trends or issues and recommend appropriate corrective action. ***E***
  - Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work and provide interpretation services. ***E***
  - Attend and participate in a variety of meetings, conferences, workshops and in-service trainings to maintain current knowledge of field of specialty. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Sign Language Services Supervisor oversees and participates in the daily operations and activities of the District's sign language interpreting services to assure smooth and efficient delivery of services to deaf and hard of hearing individuals. The Sign Language Services Supervisor trains, supervises and schedules interpreters to assure adequate District-wide coverage. Incumbents also serve as an interpreter for deaf and hard of hearing students, parents, District staff and others.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems and voicing into English.

Concerns of deaf and hard of hearing individuals.

Basic concepts of child development, age appropriate behaviors and classroom management techniques.

Equipment utilized by the deaf and hard of hearing.

Applicable laws, codes, rules and regulations related to assigned activities.

Principles and practices of supervision and training.

Record-keeping and report preparation techniques.

Subjects taught in schools such as arts, literature, mathematics, history and science.

Interpersonal skills using tact, patience and courtesy.

Correct oral and written usage of English.

Operation of a variety of office equipment including a computer and assigned software.

**Ability to:**

Oversee and participate in the daily operations and activities of the District's sign language interpreting services.

Provide sign language interpreting services to deaf and hard of hearing individuals to facilitate communication.

Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems and voicing into English.

Train and supervise the performance of assigned staff.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Prepare and maintain a variety of records, files and reports.

Prioritize and schedule work.

Work independently with little direction.

Meet schedules and timelines.

Encourage and guide students to focus on assigned tasks, be involved in learning activities and to become self-reliant.

Maintain a continuing relationship with students and staff over a prolonged period.

Understand and relate to deaf and hard of hearing individuals.

Direct students into safe activities and encourage positive relationships.

Operate a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Establish and maintain effective working relationships with others.

Maintain confidentiality of sensitive and privileged information.

Work collaboratively as an educational team member.

**Education and Training:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

**Experience:**

Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above:

1. National Association of the Deaf (NAD)
2. American Consortium of Certified Interpreters (ACCI)
3. Educational Interpreters Performance Assessment (EIPA)
4. Educational Sign Skills Evaluation (ESSE)

Experience in a lead or supervisory capacity is preferred.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of personal automobile and the possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Classroom, indoor and outdoor environments.  
Occasional evening, weekend or varied hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to interpret.  
Continuous use of elbows, shoulders, neck, back, lips and jaw.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to conduct work.  
Hearing and speaking to exchange information.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/23/16