Interpreter Assistant - Continued

Assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assist with the development and implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.

Maintain various records and files related to students, discipline, grades and assigned activities.

Escort students to and from classes and other locations as assigned; assure the health and safety of students by following health and safety practices and procedures; and environment in a safe, orderly and clean manner.

Communicate with County Office staff and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and classroom equipment such as **Escapitio** visual devices, computers and assigned software.

Provide classroom support to the teacher by setting up work areas, decorations and displays, and distributing and collecting paper, supplies and materials

Provide interpreter services for IEP's, substitutes, County Office staff and instructional videos as needed.

Monitor inventory levels of classroom supplies; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Assist students with the developments ocial skills as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language, Signing Exact English and various other assigned sign systems.

Principles and practices of sign language communication

General needs, problems, learning styles, and requiremeterator hard of hearing students.

Current developments, trends and techniques in the field of interpreting for the deaf.

Child guidance principles and practices related to deaf addhaearing students.

Safe practices in classroom activities.

Basic subjects taught in County Office schools including arithmetic, reading, writing, grammar and spelling. Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

January 18, 2006 San Mateo County Office of Education Problems and concerns of students with special needs.

Operation of standard office and classroom equipment including a computer and assigned software. Oral and written communication skills.

Interpersonal skills using tact, patience and tesy.

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

Recordkeeping and filing techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.

Perform translating, tutoriahd interpreting services for mainstreamed deaf and finated aring students.

Reinforce instruction to individual or small groups of deaf and hard of hearing students as directed by the teacher.

Interpret for students using sign language, miming and rhannamunications.

Understand and relate to deaf and hard of hearing students.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer and assigned software.

Observe health and safety regulations.

Maintain various records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by **dellege**ourse work in signlanguage and two years experience as an interpreter for the deaf or hard of hearing

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to sign for students. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Seeing to read a variety of materials and interpret the sign language of others. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally.