

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PARAPROFESSIONAL
CLASSIFICATION: SPECIAL EDUCATION
JOB TITLE: TRANSLATOR/INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Translator/Interpreter will translate/interpret directly without any personal opinions or comments, written or oral communication, including the testing situation.

REPRESENTATIVE DUTIES:

Interpret during assessments by the speech and language specialist, school psychologist, nurse or other staff members. *E*

Make contacts with parents to arrange I.E.P. meetings or conferences. *E*

Make home visits. *E*

Translate notes, letters, or forms for the special education program. *E*

Interpret and/or translate within the special education or general education classroom in the needed language. *E*

Provide interpretive assistance to facilitate communication between students and instructor in the appropriate language to interpret classroom lessons and assignments. *E*

Provide instructional assistance in needed language skills to groups of students. *E*

Prepare and instruct students with language appropriate assessments as directed. *E*

Perform the duties of Substitute Paraeducator, as required and assigned by the Assistant Superintendent or designee, to meet student and program needs. *E*

Monitor and safely transport students as assigned and in accordance with all traffic and safety guidelines and statute. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to special education students

Principles and techniques of providing instructional assistance to groups of individuals in a variety of subject areas

Behavior of emotionally disturbed students

Safe practices in classroom and playground activities

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Basic record-keeping techniques

Classroom procedures and conduct

American Sign Language (may be needed)

ABILITY TO:

Assist a certificated teacher with instruction in an assigned special education program
Learn instructional techniques appropriate for students with learning disabilities and other problems
Learn, apply, interpret and explain specialized mathematics, reading, writing and other tests for Special Education students
Follow and modify lesson plans to fit individual student needs
Demonstrate a patient, understanding and receptive attitude toward children with special needs, including those with disruptive emotional characteristics
Understand and follow oral and written directions
Communicate effectively with children, parents and adults
May need to communicate in ASL or Signed English
Establish and maintain effective working relationships with students, parents, faculty and the public, including members of ethnic communities
Understand and apply rules, regulations, policies and procedures
Operate instructional and office equipment
Perform clerical duties such as filing, duplicating and maintaining records
To work before and/or after school hours
Fluency (oral and written) in second language
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

One year of experience working with children in an organized setting.
Meet Title I Paraprofessional requirement: high school diploma or the equivalent, and two (2) years college coursework (48 units); or Associate's degree or higher; or pass local assessment of knowledge and skills in assisting in instruction.

LICENSES AND OTHER REQUIREMENTS:

Required to speak and write English and second designated language fluently. (May be ASL)
Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.
Valid Basic First Aid and CPR certification

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment
Drive a vehicle to transport students as assigned
Public or private community site

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities
Hearing and speaking to exchange information related to classroom assignments
Bending at the waist to assist students with activities
Kneeling
Standing or sitting for extended periods of time
Lifting and carrying up to 40 pounds
Pushing or pulling children in wheelchairs
Dexterity of hands and fingers

HAZARDS:

Potential contact with blood and other bodily fluids

Employee Group: Classified - CCESP

FLSA Status: Non-Exempt

Salary Schedule: 150

Approval Date: June 2021