

Cued Language Transliterators

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate advanced human support work providing cued language transliterator services for learners who are deaf and hard of hearing, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director/Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides students with cued language transliterator services in various education settings using the system of Cued Speech comprised of hand shapes and placements that represent consonant and vowel phonemes of spoken English, to visually render spoken messages, accents, dialects, foreign languages and environmental noises; facilitates communication between hearing and deaf or hard of hearing consumers.

Adapts physical conditions to optimize students' visual access to the transliterated message in instructional settings.

Prepares for transliterating duties by studying the subject matter, meeting with teachers and instructors and practicing related vocabulary.

Becomes aware of students' language and skill levels, ensuring appropriate transliterating techniques; reviews and facilitates students' individualized education plans as appropriate.

Works to establish and maintain effective communication with students, teachers and other staff; maintains confidentiality within the team; supports communication between team members.

Performs classroom assistance, tutoring and supervision of students when not performing transliterating duties.

Provides in-service training to teachers, students and other consumers.

Knowledge, Skills and Abilities

Thorough knowledge of the standard cued speech techniques and methods; general knowledge of classroom subject matter textbooks, materials and media; general knowledge of standard district rules, regulations and policies; general knowledge of child and language development; some knowledge of assistive listening devices; some knowledge of Deaf and hard of hearing cultures; comprehensive skill using the English language; general skill setting up closed captioning on various media and equipment; general skill completing related records and reports; general skill operating standard office equipment and related hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to keep information confidential; ability to establish and maintain effective relationships with students, district staff, service providers and similar professionals.

Education and Experience

High school diploma or GED.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens.

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and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota Sstate Provisional certificate as a school trasnliterator.

National TECUnit Cued Speech Transliterater certification required by the expiration date of the provisional certificate.

Last Revised: 9/27/2011