

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SIGN LANGUAGE SERVICES INTERPRETER I

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Disabled Student Programs and Services, provide a variety of entry level signing, interpreting, transliterating, and communication services for the Disabled Student Programs and Services (“DSPS”) and its hearing impaired participants.

DISTINGUISHING CHARACTERISTICS:

The Sign Language Services Interpreter I position does not require certification. The Sign Language Services Interpreter I is an entry level position working under the direction of the Director of DSPS/ADA Compliance Officer, and with the Deaf and Hard of Hearing Specialist and DSPS Assistant/Interpreter and other DSPS staff. The Sign Language Services Interpreter I interpreter will typically perform duties in a special program office and minimal interpreting in an academic setting to build skill competency level and hours of experience.

REPRESENTATIVE DUTIES:

Perform a variety of entry level signing, interpreting, transliterating, and communication services for Victor Valley College and its hearing impaired participants. *E*

Maintain accurate records and contact log for signing services. *E*

Prepare a variety of specialized materials to advertise signing services. *E*

Operate a personal computer to notate files for new and continuing students as required by the California Community College Chancellor’s Office and Title V mandates and eligibility determination. *E*

Maintain student files and assure accuracy and confidentiality. *E*

Communicate frequently with students to assure understanding of schedules and program services and to assist with a variety of personal and academic concerns with the DSPS staff. *E*

Facilitate admission, assessment, registration, financial aid, accommodation, and general services for all disabled students. *E*

When not interpreting, provide general office and clerical support, and perform general operational support tasks for DSPS, utilizing modern office equipment. *E*

Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language and other signing dialects used in the educational field.
Values, behaviors, language and effective interpersonal and intrapersonal communications skills of the American Deaf Culture.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
TTY and other techniques, hearing impaired and Deaf etiquette.

ABILITY TO:

Demonstrate a high proficiency in both voice-to-sign and sign-to-voice interpreting skills.
Communicate effectively to students and other individuals of diverse physical and learning disabilities, and diverse cultural and socio-economic backgrounds.
Understand and follow oral and written direction.
Communicate effectively both orally and in writing, and in sign language.
Operate a computer terminal to maintain records.
Communicate subject matter in a clear and accurate manner.
Exercise patience, tact and sensitivity with students.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Work confidentially with discretion.
Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

High school diploma and satisfactory completion of Victor Valley College courses Speech 121, 122, 123, 124, and 125 or equivalent.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor Environment:

While performing the duties of this job the employee is required to perform light lifting above the shoulders and head; finger dexterity to sign and operate a computer terminal and other office equipment in a rapid and accurate manner. Position requires clear and

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concise oral communication skills in a busy and crowded office environment. Subject to variable working hours.