



SIGN LANGUAGE INTERPRETER

DEFINITION

Under general supervision, provides interpreting and transliterating services to deaf and hard of hearing students in the classroom and a variety of other situations on campus to facilitate communication between the student and others in the classroom or other setting; provides general office and clerical support for assigned program(s); and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing sign interpreting duties to facilitate communication between deaf and hard of hearing students and others in classroom, special events, meetings, and other District environments. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Performs a variety of specialized signing, interpreting, transliterating, and communication services for the District and its hearing-impaired students and others in multiple campus areas, including, but not limited to, academic technical areas such as the science and vocational courses and labs, high speed lectures that involve highly technical language, and other situations where such facilitation is required.
- Assists in determining the student's communication skills to utilize the most effective methods of interpreting and communicating with the student and others.
- Facilitates interpersonal meetings and interactions, including providing oral interpretation to employees who do not use sign language.
- Maintains accurate records and contact logs for signing services; maintains student files and ensures accuracy and confidentiality.
- Operates a personal computer to notate files for new and continuing students consistent with mandated requirements.
- Maintains ongoing and frequent communication with students to ensure a shared understanding of schedules and program services, and to assist with a variety of personal and academic concerns for students.
- Facilitates and interprets admission, assessment, registration, financial aid, accommodation, and general services for hearing impaired students.
- Performs general office and operational support tasks for assigned programs; prepares a variety of specialized materials to advertise signing services.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.

- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- American Sign Language and other signing dialects used in the educational field.
- Values, behaviors, language, and effective inter-personal and intra-personal communication skills required to serve the needs of deaf and hearing-impaired students.
- Record keeping principles and practices.
- TTY and other techniques used to enhance communication with deaf and hearing-impaired students.
- Active listening techniques.
- A diverse vocabulary, both technical and administrative, to cover the breadth and depth of communications.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Demonstrate advanced signing skills in classroom, laboratory, and other settings.
- Demonstrate a high proficiency in both voice-to-sign and sign-to-voice interpreting skills.
- Communicate subject matter in a clear and accurate manner.
- Serve as a facilitator and build relationships with all parties in the classroom or other setting.
- Exercise patience, tact, and sensitivity with students.
- Work confidentially with discretion.
- Understand and follow oral and written directions.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade and satisfactory completion of coursework at the American Sign Language IV level or higher; OR satisfactory evaluation of voice-to-sign, sign-to-voice skills by an outside agency; OR possession of one of the following certifications:
 - Registry of Interpreters for the Deaf (RID)
 - National Association of the Deaf (NAD) at level III or higher

- Educational Interpreter Performance Assessment (EIPA) with a score of 4.0 or higher
- Educational Sign Skills Evaluation – Interpreting/Receptive (ESSE – I/R) with a score of 4.0 or higher

Experience:

- A minimum of 300 hours of experience interpreting for the deaf and hard of hearing.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office or classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.