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## **SIGN LANGUAGE INTERPRETER**

### **DEFINITION**

Under general supervision, provides sign language interpretation to students, faculty, and staff who are deaf or hard of hearing; performs interpreting services related to various technical or specialized subject matters that require a skilled level of fluent interpreting techniques; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Deaf and Hard of Hearing Supervisor. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey-level technical classification. Incumbents in this classification are required to perform assignments requiring a combination of training, skills, certification, and experience. Positions at this level 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. Assignments often involve levels of interactive discussions that require the interpreter to switch between spoken English and sign language or manual sign system and vice versa. These assignments may include, but are not limited to, the following:

- Technical classes requiring rapid interaction using technical or specialized subject matter and vocabulary;
- Discussion situations in classrooms, professors' office hours, study groups and group project meetings involving topics requiring significant sign-to-voice and voice-to-sign conversions; and
- More complex interpreting situations such as conferences, workshops, seminars, theatrical, and/or other platform settings where multiple consumers, including students, faculty and staff are served simultaneously.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Interprets classroom lectures simultaneously and facilitates communication between deaf and hard-of-hearing students and hearing faculty, staff, and students as related to coursework.
- Accurately conveys the meaning and spirit of the hearing speaker using grammatically correct American Sign Language (ASL) or students' alternative preferred language mode, and verbally conveys the meaning and spirit of the deaf or hard of hearing signer using correct English grammar.
- Utilizes resources to increase knowledge of ASL, professional interpreting techniques and procedures, deaf culture, specialized vocabulary, and the Registry of Interpreters for the Deaf Code of Professional Conduct.
- Maintains the Deaf and Hard of Hearing Services (DHHS) website used by interpreters, students, faculty and staff.
- Documents students' test schedules and attendance records.
- Reads texts, handouts, and dictionaries, and prepares for difficult-to-interpret course content using syllabi collected from instructors.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- American Sign Language and a wide variety of communication and interpreting techniques.
- Appropriate roles and individual responsibilities relating to interpreting for deaf and hard-of-hearing persons.
- Deaf culture and general issues in the field of deafness.
- Resources available to sign language interpreters in order to improve knowledge.
- Working knowledge of the Americans with Disabilities Act.
- Current trends and development in the field of interpreting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Interpret messages spoken by hearing people into ASL, Comprehensive Accurate Signed English (CASE), and other formats.
- Interpret messages signed by deaf and hard of hearing people into target language, create original signs for unknown or unusual terms/words, and interpreting foreign languages.
- Interpret higher-level technical academic material requiring specialized Sign Language vocabulary for high level technical academic materials utilizing highly proficient English, ASL, and/or CASE, used in classes such as science, history, and psychology, on District's skills performance evaluation examination.
- Adhere to the Registry of Interpreters for the Deaf Code of Professional Conduct.
- Assess individual situations to determine the needs of each deaf or hard-of-hearing student, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself.
- Communicate effectively with faculty, staff, and students with disabilities.
- Work successfully in an interpreting team in the classroom or other campus setting.
- Learn methods and procedures to be followed in an instructional situation.
- Analyze and evaluate information processing problems, plans, procedures, and requirements.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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:*

Equivalent to an Associate's degree from an accredited college or university in interpreting or a related field, and one (1) year of experience in interpreting for deaf and hard of hearing individuals in a higher-education setting.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard 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. Standing in and walking between work areas is frequently 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 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Salary Grade:** C1-57

**FLSA:** Non-Exempt

**EEO Code:** H-50

**Board Approved:** April 2021