



TITLE	CLASSIFICATION	SALARY GRADE
SIGN LANGUAGE INTERPRETER, SENIOR	CLASSIFIED	GRADE: Q
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general direction, interprets/transliterates using American Sign Language or other manual sign system, and spoken English to facilitate communication between hearing and Deaf/hard-of-hearing individuals; serve as a liaison between Deaf/hard-of-hearing students, hearing students, faculty and staff; coordinates interpreter schedules.

SCOPE:

The Sign Language Interpreter, Senior facilitates communication between Deaf/hard-of-hearing students, hearing students, faculty and staff using American Sign Language or other manual sign system in academic settings, District events and for urgent situations such as those involving District Police or Student Health Services.

DISTINGUISHING CHARACTERISTICS:

The Sign Language Interpreter, Senior is distinguished by the additional responsibilities of coordinating and scheduling services and orienting new staff. This classification may also interpret the more technical subject areas.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates Interpreter and captioner schedules with Deaf/hard-of-hearing students and staff to ensure access and coverage for classes, meetings and events; contacts interpreting agencies for coverage and keeps records of hours, billing, and reasonable accommodation services.
2. Interprets lectures, discussions, announcements, conversations, events, and other spoken word situations, including emergency situations, using manual sign system appropriate for the language and the cultural background of Deaf/hard-of-hearing students and staff.
3. Accurately interprets signs into fluent English for Deaf/hard-of-hearing students, faculty, and staff.
4. Works with faculty and staff to gain understanding of relevant concepts to facilitate interpretation for Deaf/hard-of-hearing students.
5. Adheres to the Registry of Interpreters of the Deaf (RID) Code of Professional Conduct.
6. May utilize technologies to transcribe speech to text in classroom and other settings.
7. May serve as a lead worker to other classified staff in the area.
8. Trains, mentors and directs the work of short-term, non-continuing (STNC), peer and agency interpreters.

EMPLOYMENT STANDARDS

ABILITY TO:

Accurately interpret spoken language to sign language and interpret sign to spoken language in an academic setting; effectively coordinate staff schedules; follow and give oral and written directions; demonstrate sensitivity to, and respect for a diverse population; maintain cooperative working relationships.

KNOWLEDGE OF:

American Sign Language or other sign system used by student/consumer; Registry of Interpreters for the Deaf Code of Professional Conduct; conflict resolution techniques; technical signs or specialized vocabulary used in the courses assigned; a wide range of post-secondary level subjects; Deaf culture, local Deaf community, and resources for the Deaf; specialized equipment for the Deaf/hard-of-hearing standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree and completion of an accredited interpreter training program.

Experience:

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience as a sign language interpreter. Previous (less than one year of full-time equivalent experience) work experience in a post-secondary educational setting preferred.

License or Certificate:

Certification by Registry of Interpreters for the Deaf.

SPECIAL REQUIREMENTS:

Must be skilled in American Sign Language and appropriate forms of manually coded English; may be required to sign for extended periods of time. Must be prepared to sign under various environmental conditions.