

TITLE: Sign Language Interpreter, Senior

CLASSIFICATION: Management Team - Confidential

SALARY RANGE: 19

SCOPE OF POSITION:

Under general direction, interprets between spoken English and American Sign Language (ASL), or other sign systems, to facilitate communication between Deaf/Hard of Hearing (HOH), Deaf-Blind, and hearing individuals in both academic and other District settings, including urgent situations involving District Police or Student Health Services. Serves as cultural liaison between Deaf/HOH, Deaf-Blind, and hearing individuals. Serves as lead to other classified professionals and directs the work of short-term, non-continuing (STNC) transcribers, and peer and agency interpreters.

DISTINGUISHING CHARACTERISTICS:

The Sign Language Interpreter, Senior is distinguished from the Sign Language Interpreter by the additional responsibilities of coordinating and scheduling services, orienting new staff and providing interpreting services for high profile/urgent situations. This classification will also coordinate with interpreting agencies and captioning providers to ensure accessibility and last-minute substitutions and urgent needs are met. 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. Interprets classroom lectures, labs, discussions, announcements, and conversations, as well as instructor/student meetings, tutorial sessions, study groups, and field trips using ASL (or other sign systems), English, and occasionally Spanish. Ensures the interpretation fits the language and cultural background of all participants.
2. Schedules interpreting and transcription services. Compiles Deaf students' course schedules, including any additional interpreting needs related to each course.
3. Schedules interpreter substitutions. Tracks and communicates last minute cancellations or absences. Fills last minute requests.
4. Provides video remote interpreting (VRI) or remote transcription services. Works closely with Media Services and Information Technology to maximize accessibility. Troubleshoots technical difficulties with assistive technologies.
5. Establishes one on one meetings with instructors, interpreters, and students.
6. Interprets for sensitive, emergency and high-profile situations.
7. Ensures interpreters arrive on time and services are provided appropriately.
8. Approves invoices and payments.
9. Assists with recruitment for short-term, non-continuing (STNC) interpreters and transcribers. Mentors and advises short-term, non-continuing (STNC) staff.
10. Performs research necessary to interpret subject matter. Confers with others involved and keeps records of vocabulary and signs used for each context.

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KEY DUTIES AND RESPONSIBILITIES – Continued

11. Serves as liaison between Deaf, HOH, Deaf-Blind students, instructors, and any other stakeholders involved. Educates SRJC colleagues on appropriate practices and techniques when conversing with Deaf students and/or instructors and interpreters during setting up, participating, and facilitating meetings, or when compiling and disseminating information.
12. Develops and implements policies and procedures, including best practices and interpreter handbook.

KNOWLEDGE OF:

1. American Sign Language (ASL) or other sign system used by students and consumers.
2. Registry of Interpreters for the Deaf Code of Professional Conduct.
3. Conflict resolution techniques.
4. Technical signs or specialized vocabulary used in the courses assigned.
5. Deaf culture, local Deaf community, and resources for the Deaf.
6. Specialized equipment for the Deaf/hard-of-hearing.
7. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Accurately interpret spoken language to sign language and interpret sign to spoken language in an academic setting.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous, and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in ASL/English Interpretation or a closely related field of study required.

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EXPERIENCE:

3+ years of increasingly responsible experience as a sign language interpreter required.

OTHER REQUIREMENTS:

- Current and valid National Interpreter Certification from the Registry of Interpreters for the Deaf (RID).
- May be required to sign for extended periods of time.
- Must be prepared to sign under various environmental conditions.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).