

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Sign Language Interpreter, Senior

Unit: Office Technical

Page: 1 of 3
Job Code: J2180
Original Date: 04/2002
Last Revision: 05/2018
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 24

DEFINITION

Under the direction of an assigned supervisor or manager, interpret for deaf and hard-of-hearing students, faculty, and staff, educational and general information exchanged in or related to an educational setting by using manual and oral methods of communication and perform related duties.

DISTINGUISHING CHARACTERISTICS

The class of Senior Sign Language Interpreter is the most advanced/highest level of the sign language interpreter series, requiring possession of a nationally recognized skill certification and greater degree of technical knowledge and practical experience. Incumbents are responsible for proficiently interpreting highly advanced and difficult subject matter, such as courses involving specialized terminology, complex use of language, and/or difficult abstract concepts, by conveying the full meaning of the message, achieving and delivering conceptually accurate higher-level academic material in a fast paced environment. The class of Sign Language Interpreter does not require a national certificate but does require certification of skills necessary to meet generally accepted interpreting competency and demonstrate minimum competency needed to meet generally accepted interpreter standards.

EXAMPLE OF DUTIES

1. Using manual and oral means of communication, interpret or transliterate educational and general information in the classroom and/or related activities, including meetings, guidance sessions, and tutoring sessions. Interpret or transliterate lectures and discussions from English to the deaf and/or hard-of-hearing consumer's preferred mode of communication (such as American Sign Language, PSE, or speech-reading) and from the visual mode to English.
2. Maintain knowledge of and use extensive sign vocabulary as well as develop new signs as needed in order to interpret accurately in real time for classes such as literature, philosophy, and the sciences, with minimal preparation.
3. Communicate with hearing consumers explaining the role of the sign language interpreter.
4. Continually assess a consumer's communications skills in speech, lip-reading, signs, and finger spelling in order to utilize the most appropriate communication methods based on the consumer's needs and preferences.
5. Implement and provide in-service training for support staff, faculty, and students; assist in reviewing and evaluating support staff; provide mentorship for interpreter skill development and individualized preparation for District interpreter evaluations.
6. Assist in maintaining and developing materials for interpreter skill development and evaluation.
7. May perform a variety of administrative duties related to the effective operation of the Interpreting Services Office or assigned department, such as accepting telephone calls, disseminating information, processing correspondence and records, and maintaining files and materials.
8. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- Basic record keeping procedures.
- Basic requirements of ADA (Americans with Disabilities Act) and student services programs.
- Common Post-Secondary educational processes and procedures.
- Current developments, trends, and techniques in the field of interpreting for both the deaf and hard-of-hearing as utilized by the deaf community.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Familiarity with various subject matter taught by community colleges.
- Operation and use of computers and basic software applications necessary for area of specialty.
- Oral and written communications skills.
- Registry of Interpreters for the Deaf (RID) Code of Professional Conduct.
- Role of interpreter in an educational setting, including proper ethical conduct.
- Standard methods of manual communication for the deaf and hard-of-hearing, including American Sign Language, signed English, finger spelling, and non-manual expression, including facial, eye, and body language.
- Sufficient sign vocabulary to ensure proper interpretation in the various academic or vocational subject matter(s).
- Technical aspects of field of specialty.
- Values, behaviors, and language of the American Deaf Culture.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively with others.
- Convey the thought, intent, and spirit while interpreting expressively and/or receptively.
- Demonstrate a high proficiency in both voice-to-sign and sign-to-voice interpreting skills.
- Establish and maintain effective relationships with others.
- Interpret/transliterate, expressively and receptively, using manual and oral methods of communication for the deaf and/or hard-of-hearing.
- Maintain records and prepare reports.
- Maintain the confidentiality of information exchanged in an interpreting situation.
- Meet schedules and time lines.
- Observe the progress of a student and adapt or modify methods of communication as needed.
- Plan and organize work.
- Relate effectively in a multilingual/multicultural environment.
- Research and/or develop new signs for new technology, science, industry, and education.
- Understand and follow oral and written directions.
- Utilize sufficient sign vocabulary to ensure proper interpretation in the various academic or vocational subject matter(s).
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: Bachelor's degree and completion of an American Sign Language Interpreting program of at least 30 units or its equivalent and three or more years of paid interpreting experience.

License:

- National Interpreter Certification (NIC).

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves a classroom or an office. Occasional travel from site to site.