

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Sign Language Interpreter

Unit: Office Technical

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Job Code: J1094
Original Date: 01/1991
Last Revision: 05/2018
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 19

DEFINITION

Under the direction of an assigned supervisor or manager, interpret for consumers, including students who are deaf and/or hard of hearing, and perform related duties.

EXAMPLE OF DUTIES

1. Interpret or transliterate educational and general information in the classroom and/or related activities, including meetings, guidance sessions, and tutoring sessions. Using manual and oral means of communication, 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. Interpret for deaf and/or hard of hearing faculty members and staff, Deaf Advisory Committee meetings, and other meetings, conferences, and events.
3. 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.
4. Communicate with hearing consumers explaining the role of the sign language interpreter.
5. 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.
6. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic record keeping procedures.
- Basic requirements of ADA (Americans with Disabilities Act) and student services programs.
- 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).
- 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 working 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: Associate's degree and two years of interpreting experience in an educational setting.

License:

National Interpreter Certification (NIC) is desirable.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

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