



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
SIGN LANGUAGE INTERPRETER, SENIOR	CLASSIFIED	GRADE S MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

**JOB DESCRIPTION:**

Under direction, interprets/transliterates spoken language using American Sign Language or other appropriate manual sign system, and vice versa, to facilitate communication between hearing and deaf/hard of hearing individuals; serve as a liaison between deaf/hard of hearing students, hearing students and instructors; and perform related work as required.

**SCOPE:**

The Sign Language Interpreter serves deaf/hard of hearing students using American Sign Language or other manual sign system in classrooms and lecture halls, during films, counseling and tutoring sessions, school related meetings, District events, activities, and as needed for urgent situations such as those involving District Police or Health Services.

**DISTINGUISHING CHARACTERISTICS:**

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

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Coordinates Interpreters schedules with deaf/hard of hearing students and staff to ensure access and coverage for classes, meetings and events. Contacts interpreting agencies when necessary for coverage and keeps records of hours, billing, and reasonable accommodation services.
2. Interprets lectures, discussions, announcements, conversations, events, and other spoken word situations using manual sign system appropriate for the language and the cultural background of deaf/hard of hearing students.
3. Accurately interprets deaf/hard of hearing students' signs into fluent English for other students, faculty, and College staff.
4. Directs work of STNC and agency interpreters within interpreting venue to ensure compliance with SRJC standards and policies.
5. Provides feedback for new STNC interpreters, and participates in mentoring STNC and peer interpreters for skill development.
6. Works with faculty and College departments to gain understanding of relevant concepts to better facilitate translation for deaf/hard of hearing students.
7. Provides information and orientation to deaf/hard of hearing students in emergency situations.
8. Works effectively in teams with other sign language interpreters
9. Maintains certification by completing continuing education units required by the Registry of Interpreters for the Deaf (RID).

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

10. Adheres to the RID Code of Professional Conduct.
11. May utilize technologies to transcribe speech to text in classroom and other settings.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Accurately interpret spoken language to sign language and interpret sign to spoken language for lecture classes, physical education classes, labs, meetings and various assignments as scheduled; 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; RID Code of Professional Conduct; technical signs or specialized vocabulary used in the courses assigned; deaf culture, local deaf community, and resources for the deaf; specialized equipment for the deaf and hard of hearing (such as TTY/VP).

**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:*

Completion of an accredited interpreter training program, or equivalent.

*Experience:*

Three years experience as a sign language interpreter. Work experience in an educational setting and related scheduling experience 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.