

## POSITION DESCRIPTION

Interpreter Specialist

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**Position** ..... Interpreter Specialist  
**Department/Site** ..... Disabled Students Programs & Services  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Dean of Counseling Programs and Services  
**Salary Range** ..... 47

### Summary

Coordinates a program that assures sign/language interpreters and note takers are available for hearing impaired students. Coordinates and performs a variety of simultaneous translation to large audiences in lecture, tutoring, and public meeting settings.

### Essential Duties and Responsibilities

- Coordinates a campus-wide program for providing American Sign Language to students. Recruits, selects, and schedules part-time interpreters to fill lecture needs.
- Provides up to twenty-five hours of sign language interpreting for students and faculty, using ASL, signed English and oral interpreting in a variety of classroom, lab, and related settings with simultaneous translation.
- Instructs faculty and students in the effective use of an interpreter.
- Provides interpretation for students and college staff during conferences and other sponsored activities.
- Consults with administrators, faculty, instructional assistants, and counselors concerning useful programs and materials to meet student needs.
- Coordinates, prepares, facilitates and conducts in-service ASL training sessions for instructional assistants, faculty members, and students. Conducts training of other interpreters.
- May provide instructional assistance/tutoring in conjunction with sign language.
- Researches and coordinates with counseling and program staff to identify students requiring interpreting assistance. Determines approximate hours needs and prepares budget/financial proposals to meet needs.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

- **Knowledge and Skills**
  - Requires professional specialization in Signed English.
  - Requires in-depth knowledge of categorical programs governing interpreting.
  - Requires a working understanding of learning concepts, theories, principles, and techniques.
  - Requires knowledge of the subject matter being supported.
  - Specialized knowledge of working with hearing impaired student populations is necessary.
  - Requires a working understanding of instruction methods.
  - Requires knowledge of and skill in using personal computers and applications such as common desktop productivity software and specialized programs supporting the visually impaired.
  - Requires sufficient math skills to provide sign language in business, science, and math courses.
  - Requires well-developed English language skills to interpret for college-level curriculum.

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- Requires well-developed human relations skill to interact in both formal and informal settings with a wide variety of contacts.
- **Abilities**
  - Requires the ability to carry out the essential functions of the position.
  - Requires the ability to perform sign language services in a full range of courses offered by the District.
  - Requires the ability to learn, interpret, and apply the requirements of categorical programs that mandate and provide reimbursement for hearing impaired services.
  - Requires the ability to coordinate and implement a program that assists students, faculty and staff.
  - Requires the ability to recognize and meet the needs of hearing impaired students.
  - Requires the ability to interpret/translate using ASL, Signed English and Oral Interpreting.

### **Physical Abilities**

- Incumbent performs work of an active nature.
- Requires well-developed arm, hand, and finger dexterity in order to perform advanced sign language interpretation for up to twenty-five hours per week.
- Requires the ability to stand for extended periods of time.
- Requires visual acuity to recognize numbers and words, and detect speech patterns.
- Requires auditory ability to carry on conversations in person with students, faculty, and staff using proper diction and facial movement.

### **Education and Experience**

- A bachelor's degree, and three years of experience working with hearing impaired students; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and five years of experience working with hearing impaired students; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, seven years of experience working with hearing impaired students. Must also possess certification in American Sign Language.

### **Licenses and Certificates**

- May require a valid driver's license.
- Requires certification in ASL.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.