POSITION TITLE: Interpreter-Transliterator Specialist

JOB CLASSIFICATION: 

- Administrator - Educational
- Confidential
- Administrator - Classified
- X Classified
- Faculty

RANGE: 43

HOURS PER DAY: 8

HOURS PER WEEK: 40

MONTHS PER YEAR: 10

REPORTS TO: Associate Dean of Student Services

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES
To perform specialized duties in facilitating communication between hearing and deaf/hard of hearing persons by using the appropriate language model; and to interpret for assigned student to a variety of instructional and non-instructional campus settings. Employees in this classification receive limited supervision within a framework of standard policies and procedures. These job classes exercise independent judgment and responsibility for the accurate interpretation of both formal and informal campus activities and sometimes complex assignments. Approximately 70% of this assignment will be spent interpreting for students, primarily in classroom settings. The remaining 30% will be used for the administrative duties of interpreters/students’ needs as required.

TYPICAL DUTIES

Essential Functions:

- Performs specialized duties requiring the application of and proficiency in American Sign Language and other signing systems;
- Interprets classroom lectures, labs, tutoring sessions, group discussions, films, tapes, and general classroom instruction;
- Interprets from the language system used by deaf/hard of hearing persons into spoken English which can be understood by hearing persons;
- Provides services for student in classes, labs, campus service centers, and other instructional and non-instructional settings; interprets conversations, telephone calls, and other verbal communication;
- Interprets department meetings and institutional presentations for faculty and staff; researches specific terminology germane to various disciplines as appropriate to assignment; researches and prepares appropriately to be able to communicate classroom material;
- Assists DSPS counselors on determining most appropriate accommodations for deaf and hard-of-hearing students;
- Performs other related duties similar to the above in scope and function as required.
• Interpreters shall keep all assignment-related information strictly confidential.
• Interpreters shall render the message faithfully, always conveying the content and spirit of the speaker using language most readily understood by the person(s) whom they serve.
• Interpreters shall not counsel, advise or interject personal opinions.
• Interpreters shall accept assignments using discretion with regard to skill, setting and the consumers involved.
• Interpreters shall function in a manner appropriate to the situation.
• Interpreters shall strive to further their knowledge and skills through participation in workshops, professional meetings, interaction with professional colleagues and reading of current literature in the field.
• Interpreters, by virtue of membership or certification by the RID, Inc., shall strive to maintain high professional standards in compliance with the Code of Ethics.

EMployment Standards

Knowledge of:
• American Sign Language, Pidgin Signed English, Signed Exact English, and other sign systems as required by assignment;
• Methods and techniques used in communicating with deaf/hard of hearing persons;
• Code of Professional Conduct as stated by the National Registry of Interpreters for the deaf;
• Comply with the standards of deaf culture;
• Proper English usage and grammar;
• Human relations and supervisory skills.

Ability to:
• Advise interpreters of other solutions for language choice and accuracy;
• Comply with Code of Professional Conduct in relation to consumer needs;
• Assess student’s needs;
• Accurately interpret spoken English at a rate required for successful job performance;
• Team interpret with attentiveness and appropriate feedback while monitoring the setting and consumers’ needs;
• Interpret accurately for clear communication and accessibility for all persons involved;
• Establish and maintain effective work relationships with those involved in the performance of required duties.

Qualifications

Education Required:
• Associate’s Degree or equivalent required; Bachelor’s degree preferred. Completion of an accredited interpreter training program preferred.

Experience Required:
• Experience in an educational setting as an interpreter, preferably at the post-secondary
POSITION TITLE:  INTERPRETER-TRANSLITERATOR SPECIALIST

Certification Required:

- At least one (1) level of certification by the National Registry for Interpreters for the Deaf: National Interpreter Certification (NIC), Certified Deaf Interpreter (CDI), Comprehensive Skills Certificate (CSC), Certificate of Interpretation and/or Certification of Transliteration (CI/CT); Oral Transliteration Certificate (OTC)

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<tr>
<td>Date Created/Revised:</td>
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<td>Cabinet Reviewed:</td>
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The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)