

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 96

CLASS TITLE: INTERPRETER SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate approved accommodations such as sign and oral interpreters, assistive listening devices and computerized note-taking for deaf or hard of hearing students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate approved accommodations such as sign and oral interpreters, assistive listening devices and computerized note-taking for deaf or hard of hearing students; schedule computerized note-takers and the use of assistive listening devices.

Provide expressive and receptive interpretation and transliteration in American Sign Language, PSE, CASE or oral interpreting system for deaf and hard of hearing students in classes and program activities.

Interpret the needs of both oral and sign language using students.

Prepare and maintain interpreter and captioner schedules; assign interpreters to classes, students and related events.

Develop training materials and opportunities to facilitate skill development for interpreters and captioners; conduct related work shops and in-services; prepare and deliver oral presentations.

Observe interpreters and captioners in the classroom and other settings; provide training and work direction; provide input concerning employee performance and evaluations as requested.

Assist with recruiting and hiring interpreters and captioners; make recommendations to appropriate supervisor.

Serve as a resource to College staff and others regarding issues related to deafness and assigned activities.

Prepare and maintain various records, reports and files related to interpreting functions and assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language, PSE, CASE and sign vocabulary used in an educational setting.
Code of Ethics for Interpreters.
Appropriate use of spoken and written English including spelling, vocabulary and grammar.
Deafness and its effect on language development in deaf and hard of hearing individuals.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Principles of training and providing work direction.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Analytical and problem-solving skills.

ABILITY TO:

Coordinate approved accommodations such as sign and oral interpreters, assistive listening devices and computerized note-taking for deaf or hard of hearing students.
Provide interpreting and other support services to deaf and hard of hearing individuals in a variety of settings in order to facilitate communication among peers, instructors, staff, and others.
Prepare and maintain interpreter and captioner schedules.
Provide training and work direction to interpreters and captioners.
Sign and reverse sign rapidly and accurately using oral and manual forms of communication in order to make verbatim or paraphrased translations.
Convey abstract concepts and technical terminology in American Sign Language.
Communicate effectively both orally and in writing.
Understand the special problems and needs of students who are deaf or hard of hearing.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Prepare and maintain various records and reports.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in education, social science or related field and 1500 hours of college level classroom educational interpreting.

LICENSES AND OTHER REQUIREMENTS:

Valid partial certification issued by the Registry of Interpreters for the Deaf.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to interpret for the deaf and hard of hearing.

Continuous use of elbows, shoulders, neck, back, lips and/or jaw.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Seeing to monitor class activities and read a variety of materials.