

## Supervisor, Interpreter Services

**FLSA Status:** Exempt

**Pay Grade:** 18

**Job Title ID:** 12202

**Job Series/Job Family:** Student Support & Success Series / Special Populations Family

### Reports To

Director, Special Populations

### Job Purpose

To coordinate and supervise interpreter and CART services for deaf and hard of hearing students, faculty, staff and general public who participate in college activities and services.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Supervises the scheduling of interpreters and CART services for deaf/hard of hearing students, faculty and staff for classes, meetings, trainings and other functions.
2. Interprets in the classroom, meetings, registration, and other ACC functions as needed.
3. Identifies, evaluates, and hires qualified interpreters.
4. Supervises staff and hourly interpreters, including preparation of Personnel Authorizations and verification of timesheets.
5. Maintains a database of student schedules, interpreter availability, and need for substitute interpreters.
6. Collects data and provides statistical reporting regarding interpreter usage and expenditures.
7. Serves as an information and referral resource to students, faculty, staff and the community in relation to the provision of Interpreter Services.
8. Problem solves with faculty, staff, deaf/hard of hearing students and interpreters regarding provision of interpreting services.
9. Collaborates with other ACC departments and programs on projects that serve faculty/staff, deaf and hard of hearing students, and interpreters.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- American Sign Language, interpreting/transliterating, and deaf culture.
- Interpreting and transliterating services provided in educational environments.
- Processes for identifying qualified interpreters.
- Interpreter services policies and procedures.
- Supervisory principles, practices, and methods.
- Statistical reporting in relation to interpreter usage and expenditures.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively scheduling interpreters for deaf/hard of hearing students.
- Providing interpreting/transliterating services in a variety of environments.
- Serving as an information and referral source for students, faculty, and staff; and conducting orientation meetings for students and interpreters.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### ***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

### **Work Experience**

#### ***Required***

- Three years work experience in interpreting/transliterating college-level classes, including one year supervisory work experience.

### **Education**

#### ***Required***

- Bachelor's degree in Deaf Education, Higher Education Administration, or a related field.

### **Licenses/Certifications**

#### ***Required***

- Registry of Interpreters for the Deaf (RID): CSC, CI, CT, CI/CT, or equivalent RID certificates. State of Texas Certification (BEI): Level 3, 4 or 5, or equivalent state certificates.

### **Other**

#### ***Required***

- Must pass ACC Interpreting skills assessment test.

### **Safety**

#### ***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.