

Specialist, Interpreter Sign Language

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 12204

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

Reports To

Supervisor, Interpreter Services

Job Purpose

To coordinate and provide sign language interpretation services for students, teachers, and staff that are deaf or hearing impaired; and plans, directs, and implements the Interpreter Mentoring Program.

Description of Duties and Tasks

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

Required

1. Provides interpreting services for students, faculty, and staff that are deaf or hearing impaired.
2. Prepares for assignments by reading textbooks; and conferring with students, instructors, and/or other interpreters.
3. Provides general office support such as assisting with planning and coordinating the scheduling of interpreters, and maintaining a resource library for interpreters.
4. Conducts and assists with workshops and programs to improve the skill level of interpreters; to promote awareness of faculty and staff regarding the use of interpreters, and best practices for serving deaf and hearing-impaired students; and to assess interpreter skills and screening of hourly interpreter applicants.
5. May train and mentor interpreting interns.

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, and deaf culture.
- Interpreting and transliterating services provided in educational environments.
- Interpreter Services policies and procedures.
- Maintaining confidentiality of work related information and materials.

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

- General office procedures and techniques.
- 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.
- Providing interpreting/transliterating services in classrooms, meetings, student registration, testing, tutoring and counseling environments.
- Operating general office equipment.
- Effectively working with a diverse and multicultural student body.

- 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.
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Work Experience

Required

- One year interpreting work experience.

Preferred

- One year work experience interpreting in a post-secondary educational environment and/or one year general office experience.

Education

Required

- Associate's degree or equivalent college level course work.

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

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.