Interpreter, Sign Language Level 3

FLSA Status: Exempt
Pay Grade: 17
Job Title ID: 12205
Job Series/Job Family: Student Support & Success Series / Special Populations Family

Reports To

Supervisor, Interpreter Services

Job Purpose

To provide sign language interpretation services for students, teachers, and staff that are deaf or hard of hearing.

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 hard of hearing.
2. Prepares for assignments by reading textbooks; conferring with students, instructors, and/or other interpreters.
3. Assists with general office support, including planning and scheduling interpreting coverage as required, and maintenance of training materials and textbook library.
4. Distribute, collect, and analyze student and instructor surveys.
5. Provide training and mentoring to staff and hourly interpreters, and student 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.

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.
- Providing interpreting/transliterating services in classrooms, meetings, student registration, and testing, tutoring and counseling environments.
- 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

- One year interpreting work experience.

Preferred

- One year work experience interpreting in a post-secondary educational environment.

Education

Required

- Associate's degree or equivalent college credit coursework.

Licenses/Certifications

Required

- Hold any one of the following: Registry of Interpreters for the Deaf (RID): CSC, CI, CT, CI/CT, Advanced or Master Certificate. State of Texas Certification (BEI): Level 3, 4, or 5, Advanced or Master Certificate.

Other

Required

- Must pass the ACC Interpreting skills assessment.

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.