



<b>Position Title:</b>	Sign Language Interpreter III	
<b>Reports To:</b>	Director	
<b>Department:</b>	ACCESS Services	<b>Job Code:</b> 3812
<b>Prepared By/Date:</b>	Jennifer C. Brito/6-2008	<b>Job Group:</b> PEC
<b>Approved By/Date:</b>	Access Director/4-2010	<b>Salary Grade:</b> 15
<b>Revised:</b>	Jennifer C. Brito/8-09-2010	<b>FLSA Status:</b> Exempt

**Summary:** The Sign Language Interpreter III is responsible for providing accommodations to students who are deaf or hard of hearing in campus courses/events.

**Essential Duties and Responsibilities:**

- Provides accommodations to students who are Deaf/hard of hearing (sign language interpretation/transliteration; C-Print captioning) in college, vocational, or community education courses and in other college contexts such as: Student Life or campus events; advisement; meetings with faculty; etc.
- Provides academic advisement to students who are Deaf/hard of hearing.
- Provide faculty consultation and training on accommodating students who are Deaf/hard of hearing.
- Coordinate interpreter/captionist schedules.
- Tutors students who are Deaf/hard of hearing.
- Serves to provide a range of support for students who are Deaf/hard of hearing that relates directly to retention and program completion.
- Monitors the progress of assigned students and services provided.
- Maintains documentation for all students who are Deaf/hard of hearing.
- Works with the ACCESS Department to assist with scheduling, provide back-up and substitute interpreter/captionist coverage.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Demonstrated ability to interpret between American Sign Language (ASL) and spoken English for both sign-to-voice and voice-to-sign tasks.
- Ability to type 30 words per minute.
- Ability to work in multicultural and multiethnic environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with

hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and six (6) years experience in the field.
- RID National Certification (NIC or the equivalent).
- Must be trained in C-Print or be trained within 6 months of hire.
- Ability to work a flexible schedule which includes some evening and weekend assignments.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name