



Position Title: Part-Time Sign Language Interpreter II
Reports To: Program Manager
Department: ACCESS Department
Prepared By/Date: Jennifer Brito/07-20-2010
Approved By/Date: College-wide
Revised: Donna French/10-05-2011

Job Code: 8120
Job Group: H1-HIE
Salary Grade: HE
FLSA Status: Exempt

Summary:

The Part-Time Sign Language Interpreter II will be responsible for providing a broad range of services to vocational students who are deaf or hearing impaired.

Essential Duties and Responsibilities:

- Interprets sign language for College courses and in other campus contexts
- Tutors deaf and hearing impaired students
- Assists with the English language support program for deaf and hearing impaired students
- Guides the deaf or hearing impaired students through program completion and job placement
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent oral and written communication skills
- Possess detail-oriented and highly organized skills
- Possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- Associate's degree in Sign Language Interpreting from a regionally accredited institution and/or extensive experience in Sign Language Interpreting
- Proficient in American Sign Language (ASL) and possesses at least a QA2 or EIEII

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name