



## Job Title: Senior Sign Language Interpreter

### **JOB DESCRIPTION**

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**Department:** Accessibility Services

**Pay Grade:** 109

**FLSA Status:** Exempt

**Remote Work Eligible:** No

### **JOB SUMMARY**

This position provides interpreting/transliterating services and/or C-print captioning services for students and employees who are Deaf/Hard of Hearing. Duties may include: interpreting and/or C-print captioning in classroom lectures, related classroom activities, labs, tutoring, clinical, internships, field experiences, student organization meetings, presentations, and written material; interpreting for other College departments such as advising and financial aid, etc.; preparing for class by reviewing course materials which could include syllabi, specific terminology, course textbooks, videos, websites, databases, legal and medical materials, and other methods of reference; providing resource and referrals on deafness and related issues; and acting as a member of the Accessibility Services team.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Provides communication links utilizing sign language interpreting, oral interpreting or C-Print captioning for deaf or hard of hearing students, faculty and staff in the classroom, during counseling, registration, tutoring, testing, advising, financial aid, extra-curricular events and activities; and in other College areas.
- Reviews lesson plans, syllabi, and other materials in order to facilitate accurate interpreting or C-print captioning services.
- Serves as a resource for employees on Deafness and Hard of Hearing (HH) issues.
- Assists Sign Language Interpreting Program by mentoring interns, advising practicum students, and speaking in SLIP classes.
- Collaborates with educational team, Accessibility Services, and employees to assist Deaf/Hard of Hearing students.
- Assesses student needs and the interpreting situation before, during, and after assignments and makes adjustments as needed.
- Prepares and edits C-print transcripts (interpreter/captionists).
- Assists supervisor in placing Interpreters/C-Print Captionists in assignments.
- Maintains schedules for interpreters and special requests.

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- Sends out faculty notification letters and other required correspondence.
- Works as part of a team and follows proper teaming protocols when working in the classroom or virtually.
- Drives between campuses and other locations as needed.
- Keeps current with developments, trends, and techniques in the field of interpreting for both the Deaf and HH as utilized by the deaf community.
- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in liberal arts or Sign Language interpretation plus completion of an Interpreter Training Program (ITP); five (5) years of related work experience with preferably two (2) years of experience interpreting in a post-secondary setting plus C-Print Captioning experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- American Sign Language;
- English grammar, vocabulary, punctuation, formatting, and spelling;
- Various manual expressive and receptive communication models such as Signed English, PSE, Oral, and Tactile interpreting;
- Interpreting processes, standards, and techniques;
- Interpreters' Code of Professional Conduct;
- Values, behaviors, and language of American Deaf Culture;
- Basic requirements of ADA (Americans with Disabilities Act);
- Post-secondary educational processes, procedures, and student services programs;
- Familiarity with various subject matter taught by community colleges;
- Windows-based software, hardware, and third-party apps including but not limited to: MS Office, Word, Excel, Outlook, Zoom, Otter, Microsoft Teams, and YouTube;
- Proper protocols in platforms including video, audio, pinning, recording, spotlighting, chatting, saving, uploading, and editing; and
- High-speed internet for video interpreting without connectivity issues; ability to troubleshoot.

### Skills in:

- Managing time;
- Organizing;
- Making decisions;
- Providing interpreting services;
- Analyzing situations accurately and adopting an effective course of action;
- Typing and communicating in C-Print at a minimum of 60 wpm;
- Communicating via written, oral, and signed methods;
- Reviewing, compiling information, and maintaining records;
- Meeting the needs of a multi-cultural, student population who are Deaf/HH; and
- Positively interacting with students, coworkers, supervisors, the general public, etc.

### Ability to:

- Troubleshoot high-speed internet for video interpreting without connectivity issues;
- Exchange or convey information;
- Be punctual;
- Work independently;
- Value diversity;
- Pay attention to details;

- Work as part of a team.
- Be proactive;
- Concentrate appropriately to level of classroom content;
- Maintain confidentiality;
- Seek higher certification and/or maintain certification; and
- Give and receive work direction.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Sign Language Interpreter Certification (National Level); or demonstrated Sign Language interpreting skills plus documented C-Print Captioning training; or assessments from other states or agencies that are deemed equivalent desired.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>

Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays. This position may require some travel.

This position requires regular and reliable attendance and the employee’s physical presence at the workplace.

Work is performed in a relatively safe, secure, and stable work environment.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

**St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.**