



Job Title: Lead Sign Language Interpreter

CLASSIFICATION DESCRIPTION

Department: Accessibility Services

Pay Grade: 110

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position coordinates and provides interpreting services for students, faculty and staff who are deaf or hard-of hearing. Responsibilities may include coordinating schedules of interpreters/captionists; mediating between students and interpreters/captionists; recruiting hourly interpreters/captionists; implementing departmental policies and procedures; and performing the duties of the assigned employees.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Coordinates sign language and captioning operations, which includes prioritizing and assigning work to assigned staff; monitoring the performance of staff; and training staff on work methods and procedures.
- Provides student liaison services, which includes mediating between students and interpreters/captionists, responding to interpreting inquiries, and performing related duties.
- Schedules language interpreters and captionists; prioritizes and assigns work College-wide to assigned staff for students in the classroom as well and other assignments (financial aid, tutoring, etc.) both on and off campus and virtually.
- Evaluates staff and OPS by monitoring their performance; trains staff on work methods and procedures new to the field of interpreting.
- Maintain Otter licenses and train students and staff how to use it.
- Provides communication links utilizing sign language interpreting or oral interpreting for deaf students in the classroom, during counseling, registration, tutoring, testing, advising, financial aid, extra-curricular events and activities.
- Reviews curriculums, lesson plans, and instructional materials in order to facilitate interpreting services.
- Prepares and maintains a variety of records, logs, and reports.
- Handles administrative duties (time sheets, mileage, leave approval, email, etc.).
- Provides resources and referrals in regards to deafness and the student experience.

- Researches and prepares information for budget annually for the Department's budgetary needs.
- Keeps up-to-date with ever evolving language and technology.
- Attends and participates in various department meetings at the College to ensure all events are interpreted and or captioned.
- Travels inter-campus to provide College-wide interpreting services.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor’s degree; four (4) years of related work experience interpreting for deaf/hard-of-hearing students; 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:

- Interpreting processes, standards, and techniques;
- Interpreters’ Code of Ethics;
- American Sign Language;
- Recordkeeping principles;
- Training principles;
- Customer service principles; and
- Computers and related software applications.

Skills in:

- Reviewing and compiling information;
- Facilitating training sessions;
- Maintaining records;
- Providing customer service;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work; and
- Provide interpreting services.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Sign Language Interpreter Certification (National Level).
RID Certification; member in good standing.

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)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	

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.		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.	
Grasping – applying pressure to object with fingers, palm.		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.	
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.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
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.	
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.	
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 requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

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.