

Job Title: OPS Senior Sign Language Interpreter

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents provide interpreting services or interpreting and C-print captioning services for students, faculty and staff who are deaf or hard of hearing. Responsibilities may include interpreting or C-print captioning in the classroom and other settings; providing information and resources on deaf related issues; interpreting written material; and acting as a member of the Disability Resources team.

Requirements:

Education:

Bachelor's degree preferred.

Experience:

Four years of experience preferred.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Interpreting processes, standards, and techniques;
- Interpreters' Code of Professional Conduct;
- American Sign Language;
- Recordkeeping principles;
- Customer service principles;
- Computers and related software applications.
- C-Print Pro software and hardware (interpreters/C-print captionists)

Skills:

- Providing interpreting and/or C-print captioning services;
- Reviewing and compiling information;
- Maintaining records;
- Providing customer service;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work

License:

Sign Language Interpreter Certification, National Level; or demonstrated Sign Language Interpreter skills, plus documented C-Print Captioning training and experience (assessments from other states or agencies may be deemed equivalent).

Responsibilities:

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
1.	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.	Daily 60%

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
2.	Reviews lesson plans, and other materials in order to facilitate accurate interpreting or C-print captioning services.	Daily 10%
3.	Assists Sign Language Interpreting Program by mentoring interns, advising Practicum students, and speaking in SLIP classes.	Daily 5%
4.	Assists Lead Interpreter in placing Interpreters/C-Print Captionists in assignments.	Daily 10%
5.	Prepares C-print transcripts (interpreter/captionists).	Daily 5%
6.	Collaborates with educational team and Disability Resources personnel.	Daily 5%
7.	Drives between campuses and other locations as needed.	Daily 5%

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students.

Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.