

Job Title: OPS Lead Sign Language Interpreter

Compensation: \$19.14 - \$19.14

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 6

Position Summary:

Incumbents coordinate and provide 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 lower level.

Requirements:

Education:

Bachelor's degree.

Experience:

Four years experience interpreting for deaf/hard-of-hearing students.

**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 Ethics;
- American Sign Language;
- Recordkeeping principles;
- Training principles;
- Customer service principles;
- Computers and related software applications.

Skills:

- Prioritizing and assigning work;
- Providing interpreting services;
- Reviewing and compiling information;
- Facilitating training sessions;
- 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 20 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.
- Incumbents may be subject to travel.

License:

Sign Language Interpreter Certification, National Level.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Coordinate sign language and captioning operations, which includes prioritizing and assigns work to lower level staff; monitoring the performance of lower level staff; and training staff on work methods and procedures.	Daily 15%

These duties are a representative sample; position assignments may vary.		Potential Frequency
2.	Provides student liaison services, which includes mediating between students and interpreters/captionists, responding to interpreting inquiries, and performing related duties.	Daily 10%
3.	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; and in other College areas.	Daily 25%
4.	Reviews curriculums, lesson plans, and instructional materials in order to facilitate interpreting services.	Daily 20%
5.	Prepares and maintains a variety of records, logs, and reports.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

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.