

PALOMAR COMMUNITY COLLEGE DISTRICT

AMERICAN SIGN LANGUAGE/ENGLISH INTERPRETER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform interpreting services and activities for deaf and hard of hearing students, faculty and staff; to serve as a liaison between the hearing impaired and hearing communities; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Interpreter Coordinator.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Perform effective sign language interpreting and transliterating services for students, faculty and staff according to accepted American Sign Language/English interpreting procedures.
2. Provide sign language and English interpreting and transliterating for deaf and hard of hearing students, faculty and staff in both educational and non-academic settings.
3. Serve as an interpreter at various campus events including department meetings, student orientations, professional development activities, counseling appointments, assessment testing, field trips, theatrical productions and other extracurricular activities.
4. Provide educational interpreting for students in a lecture environment and individualized instruction.
5. Serve as a liaison between the deaf and hearing impaired students, school faculty and staff; explain the needs and concerns of students.
6. Provide assistance to and substitute for the Interpreter Coordinator as requested; provide assistance with practicum students.
7. Consult with faculty to identify potential problems that could inhibit the effective provision of interpreting services including instructional materials or closed-caption equipment.
8. Perform related duties and responsibilities as required.

**PALOMAR COMMUNITY COLLEGE DISTRICT
ASL/English Interpreter (*Continued*)**

QUALIFICATIONS

Knowledge of:

- Methods and techniques of signing and interpreting for the deaf and hearing impaired.
- Interpretation and application techniques of American Sign Language (ASL).
- Use and operation of various devices for deaf and hearing impaired.
- Modern office procedures, methods and equipment including computers.
- Proper English usage, spelling, grammar and punctuation.
- Code of ethics for the Registry of Interpreters for the Deaf.

Ability to:

- Perform interpreting services for the deaf and hearing impaired.
- Communicate effectively to the deaf and hearing impaired using American Sign Language and/or contact signing.
- Interpret and explain school policies and procedures.
- Provide interpretation services in both academic and non-educational settings.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Two years of American Sign Language interpretation experience, preferably within an educational setting.

Education/Training:

Equivalent to an Associate's degree from an accredited college or university with major coursework in education, sign language or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid National Interpretation and Transliteration Certificate issued by the National Registry of Interpreters for the Deaf.

WORKING CONDITIONS

Environmental Conditions:

Office and classroom environment; extensive contact with deaf and hearing impaired students and faculty.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; use of hands for the interpretation of sign language.