FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Sign Language Interpreter I, II

BASIC FUNCTION:

Under the direction of an assigned supervisor, facilitate communication between hearing and Deaf and hard of hearing students, staff, and faculty in, but not limited to, classrooms, labs, and meetings.

DISTINGUISHING CHARACTERISTICS:

The Sign Language Interpreter, I position possesses the skills to perform complex translations/interpretations using technical language. The Sign Language Interpreter, II possesses the skills to perform highly complex and highly technical translations/interpretations.

REPRESENTATIVE DUTIES:

1. Provides interpreting/transliterating services for deaf and hard of hearing.
2. Provides interpreting/transliterating services to students, staff, and faculty, as needed, for scheduled and unscheduled meetings with counselors, instructors, tutors, health services, campus security, administrators, etc.
3. Assists with test proctoring.
4. Assists with setting-up video equipment and taping of classes and interpreters.
5. Assists with contacting media companies and distribution companies to obtain copyright release permission for captioning purposes.
6. Performs other related duties as assigned.
7. In the absence of the Interpreter Specialist/Scheduler, process the requests for and the scheduling of interpreters.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. ASL as well as other modes of manual communication: CASE, PSE, SEE; oral interpreting, and deaf/blind interpreting.
2. RID Code of Ethics.
3. Deaf culture.
4. ADA and its applications in education.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Assess and adapt to the needs of individual clients.

3. Establish and maintain working relationships.

EDUCATION AND EXPERIENCE:

Sign Language Interpreter I

Any combination equivalent to: AA in Interpreting or related field and four years college level classroom experience.

Sign Language Interpreter, II

Any combination equivalent to: AA in Interpreting or related field required and six years college level classroom experience. Preferred: Bachelor’s degree, NAD Level 5 or RID CI/CT.

WORKING CONDITIONS:

ENVIRONMENT:

1. College environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information in person and on the telephone.

2. Dexterity of hands and fingers.

3. Seeing to read various materials.

DATE APPROVED: November 9, 2004

RANGE:

Sign Language Interpreter I, N-50
Sign Language Interpreter II, N-57

EEO-CATEGORY: H-50