



JOB TITLE: STAFF INTERPRETER

Classification: Classified
Salary Range: 34

Retirement Type: PERS*
Board Approved: March 17, 2014

BASIC FUNCTION:

Under the direction of the Director of Special Resource Center and the direct guidance from the lead interpreter, provide accurate language interpreting and transliterating/interpreting support services for deaf/hard of hearing students and staff. Involved in interpreting preparation activities such as preparation study, readings and in-service.

REPRESENTATIVE DUTIES:

Translate/interpret for classroom lectures and activities.

Provide in-service training for hourly interpreters.

Assist with communication needs with deaf students, staff, faculty and public.

Act as a mentor for novice interpreters from El Camino College Sign Language/Interpreter Training Program and other interpreters when deemed appropriate.

Serve as substitute interpreter in the absence of other regularly scheduled interpreters.

Thorough knowledge of and adherence with the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct.

Interpret at special events such as field trips, ceremonies, student-teacher conferences, staff meetings and other school/campus related activities.

Attend designated staff meetings and in-service training.

Perform minimal clerical duties specific to the interpreting office.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Completion of A.S. or A.A. degree

Equivalent of 1200 hours of paid interpreting experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

American Sign Language and other sign systems.

Vocabulary, terminology, and information in a variety of subjects appropriate for a college setting.

Special communication needs of deaf and hard of hearing students.

Deaf Culture, interpreting practices and The National Registry of Interpreters Code of Professional Conduct.

Platform interpreting techniques.

Special vocabulary and techniques used in interpreting professional subject matter.

Computer equipment, software and other technology specific to deaf and hard of hearing and office environment.

Abilities/Skills:

Interpret and transliterate accurately and to adapt these skills to communicate unique terminology and language.

Adapt interpreting and transliterating skills to an academic setting.

Perform cooperatively and collegially as a team member while servicing multicultural populations.

Strong interpersonal skills and ability to interact with others from a variety of backgrounds (students, staff, faculty and administration).

Ability to maintain confidentiality and follow written and verbal procedures and instructions.

Be responsive to the student's needs and instructional goals.

Sustain service for an extended number of hours.

Interpret difficult and complex words, thoughts, and feelings.

Learn unique subject matter, theories, and terminology.

Be accurate, thorough, and comprehensive in providing services.

Serve a group as well as an individual.

Deliver platform interpreting or deliver oral speeches.

Licenses or Other Requirements:

Certification by the Registry of Interpreters for the Deaf (RID) or California Association of Deaf (CAD) level IV certification or equivalent.

WORKING CONDITIONS:

Environment:

Student Services Office environment

Lecture and Laboratory Classroom environment

Frequent interaction with students, faculty, and staff

Physical Ability:

Long periods of standing or sitting

Visual acuity to facilitate the interpretation process

Dexterity of hands and fingers for clarity in sign usage

Hearing acuity in normal speech ranges

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.