



## **JOB TITLE: SIGN LANGUAGE INTERPRETER**

Classification: Classified  
Salary Range: 45

Retirement Type: PERS\*  
Revised/Board Approved: August 15, 2022

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### **BASIC FUNCTION:**

Under the direction of the Director of the Special Resource Center or a designee, the Sign Language Interpreter applies advanced knowledge of American Sign Language/Signed English to interpret classes and related college activities for deaf/hard of hearing students, staff, faculty, and the public. Involved in interpreting preparation activities such as preparation study, readings, and in-service.

### **REPRESENTATIVE DUTIES:**

Interpret classroom lectures, labs, online classes, and/or proctored exams. Facilitate individually and in teams the communication between deaf/hard of hearing students and hearing faculty/staff/students in instructional settings and other academic-related meetings. Ensure that instructional goals are accurately communicated to the deaf/hard of hearing student.

Read instructional materials, text, and handouts to gain familiarity with and understanding of course content. Prepare translations for difficult and/or highly technical academic words, phrases, concepts, and materials. Research and collect technical signs to establish proficient signs and/or vocabulary for uncommon scientific or technical terms/concepts for all types and levels of courses offered. Update and maintain the office dictionary of technical signs.

Ensure that the voice, meaning, and spirit of the deaf/hard of hearing individual is translated into grammatically correct English and in the appropriate register. Convey the meaning and spirit of the hearing speaker using American Sign Language (ASL) or Pidgin Signed English (PSE). Utilize effective oral and non-verbal communication including facial and eye expressions, lip-reading, and body language.

Provide in-service training for hourly interpreters, including individual mentoring, ethical advisement, and technical sign support.

Assist with the communication needs of deaf students, staff, faculty, and the public. Respond to individual difficulties and concerns with understanding and sensitivity.

Observe other interpreters and provide mentoring, individually and in teams. Mentor novice interpreters from El Camino College Sign Language/Interpreter Training Program when appropriate.

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

Thorough knowledge of and adherence to interpreting practices in keeping with the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct in the performance of all duties.

Maintain harmonious operating conditions at all times while servicing a multicultural and multiethnic student population. Utilize resources to increase knowledge of ASL, proper interpreting procedures, Deaf Culture, and specialized vocabulary. Keep abreast of interpreting trends by studying specialized ASL vocabulary and other materials.

Interpret at special events and during emergencies on campus. Interpreting services may be needed for field trips, ceremonies, staff meetings, online meetings, large forums, scholarship information, surveys, voice messages, and other school/campus related activities. Record interpreting for accommodation purposes as needed.

Attend designated staff meetings and in-service training. May attend workshops and conferences to improve and maintain interpreting skill level.

May perform routine clerical duties when not assigned to perform interpreting work (e.g., scheduling interpreting services for classes, responding to emails, coordinating future interpreting requests, etc.)

Perform other related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

AA degree and 1200 hours of paid interpreting experience; OR  
BA degree in ASL Linguistic Studies or related coursework in interpreting; OR  
RID Certified and 1200 hours of paid interpreting experience; OR  
NAD Level V and 1200 hours of paid interpreting experience.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Experienced being video recorded as an academic accommodation.

Knowledge of highly technical American Sign Language, PSE, and interpreting techniques.

Knowledge of appropriate roles, ethical considerations, and individual responsibilities related to interpreting for deaf/hard of hearing persons.

Vocabulary, terminology, and information in a variety of subjects at a college level.

Knowledge of Deaf Culture and values.

Knowledge of applicable federal, state, local laws related to accessibility for deaf/hard of hearing individuals.

Knowledge of resources available to sign language interpreters to improve knowledge and skills.

Knowledge of current trends and developments in the field of interpreting.

Knowledge of platform interpreting techniques.

Knowledge of specialized vocabulary and techniques to interpret professional subject matters.

Experienced using computer equipment, software, and other office technology.

#### Abilities/Skills:

Ability to interpret for atypical language learners.

Ability to collaborate and work with a Certified Deaf Interpreter when needed.

Ability to effectively use interpersonal skills to appropriately respond to people and situations.

Ability to interpret, apply, and explain applicable laws, regulations, codes, and District policies and procedures.

Adapt interpreting skills to an academic setting.

Ability to maintain confidentiality and follow written and verbal procedures and instructions.  
Sustain service for an extended number of hours.  
Interpret difficult and complex terminology, words, thoughts, and feelings with accuracy.  
Ability to learn unique subject matter, theories, and terminology.  
Ability to be thorough and comprehensive in providing services.  
Serve a group as well as an individual.

**WORKING CONDITIONS:**

Work can take place in an office environment, lecture, laboratory, or classroom.  
Frequent interaction with students, faculty, and staff.  
Long periods of standing or sitting.  
Work requires visual acuity to facilitate the interpretation process.  
Work requires dexterity of hands and fingers for clarity in sign usage.  
Work requires 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.