

Citrus College

Position Description

Position: Interpreter Specialist	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 47

Summary

Coordinates a program that assures sign/language interpreters and note takers are available for hearing impaired students. Coordinates and performs a variety of simultaneous translation to large audiences in lecture, tutoring, and public meeting settings.

Essential Duties and Responsibilities

- Coordinates a campus-wide program for providing American Sign Language to students. Recruits, selects, and schedules part-time interpreters to fill lecture needs.
- Provides up to twenty-five hours of sign language interpreting for students and faculty, using ASL, signed English and oral interpreting in a variety of classroom, lab, and related settings with simultaneous translation.
- Instructs faculty and students in the effective use of an interpreter.
- Provides interpretation for students and college staff during conferences and other sponsored activities.
- Consults with administrators, faculty, instructional assistants, and counselors concerning useful programs and materials to meet student needs.
- Coordinates, prepares, facilitates and conducts in-service ASL training sessions for instructional assistants, faculty members, and students. Conducts training of other interpreters.
- May provide instructional assistance/tutoring in conjunction with sign language.
- Researches and coordinates with counseling and program staff to identify students requiring interpreting assistance. Determines approximate hours needs and prepares budget/financial proposals to meet needs.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires professional specialization in Signed English.

Requires in-depth knowledge of categorical programs governing interpreting.

Requires a working understanding of learning concepts, theories, principles, and techniques.

Requires knowledge of the subject matter being supported.

Specialized knowledge of working with hearing impaired student populations is necessary.

Requires a working understanding of instruction methods.

Requires knowledge of and skill in using personal computers and applications such as common desktop productivity software and specialized programs supporting the visually impaired.

Requires sufficient math skills to provide sign language in business, science, and math courses.

Requires well-developed English language skills to interpret for college-level curriculum.

Requires well-developed human relations skill to interact in both formal and informal settings with a wide variety of contacts.

- **Abilities**

Requires the ability to carry out the essential functions of the position.

Requires the ability to perform sign language services in a full range of courses offered by the District.

Requires the ability to learn, interpret, and apply the requirements of categorical programs that mandate and provide reimbursement for hearing impaired services.

Requires the ability to coordinate and implement a program that assists students, faculty and staff.
Requires the ability to recognize and meet the needs of hearing impaired students.
Requires the ability to interpret/translate using ASL, Signed English and Oral Interpreting.

- **Physical Abilities**

Incumbent performs work of an active nature.

Requires well-developed arm, hand, and finger dexterity in order to perform advanced sign language interpretation for up to twenty-five hours per week.

Requires the ability to stand for extended periods of time.

Requires visual acuity to recognize numbers and words, and detect speech patterns.

Requires auditory ability to carry on conversations in person with students, faculty, and staff using proper diction and facial movement.

- **Education and Experience**

Requires a Bachelor's degree with a minimum of two years of experience working with hearing-impaired students in an instructional or related setting. Must have completed coursework and receive certification in American Sign Language.

- **Licenses and Certificates**

May require a valid driver's license.

Requires certification in ASL.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.