

SIGN LANGUAGE INTERPRETER (FT)
Job Description

CATEGORY: INSTRUCTIONAL SUPPORT
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 52
REPORT TO: COUNSELOR
REVIEWED DATE: MAY 16, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Facilitates communication between hearing and deaf or hard of hearing individuals in classrooms and meetings using American Sign Language or other manual sign system; serves as a liaison between deaf or hard of hearing students, hearing students and instructors; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides sign-language interpreter services.
- Interprets lectures, discussions, announcements, conversations, meetings, events, and other spoken word situations using American Sign Language or other manual sign system appropriate for the language and the cultural background of deaf or hard of hearing students and staff.
- Assists in creating interpreter schedules to cover all student classes requiring services, including part-time staff and contractors.
- Receives request for accommodations and documents, determines services needed, and coordinates services for deaf or hard of hearing and blind or low vision students.
- Ensures appropriate intake, advising, retention and follow-up services for deaf or hard of hearing students.
- Ensures that policies and procedures are compliant with Section 504 and ADA.
- Collaborates with faculty and College departments to gain understanding of relevant concepts to better facilitate translation for deaf or hard of hearing students.
- Works effectively in teams with other sign language interpreters.
- Must be able to travel occasionally to various locations in Cameron and Willacy counties to fulfill position responsibilities.
- Assists with preparation and production of new student convocation, College commencement exercises, and Disability Support Services sponsored workshops and materials.
- Assists in the collection and preparation of documents, including Braille, for students with disabilities.
- Assists in the coordination of services for students with disabilities, including meeting with course faculty.

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- Maintains awareness of best practices, emerging trends and new legislation relating to Sign Language/Interpreting functional area.
- Participates in the process for systematic review and evaluation of Sign Language/Interpreting functional area per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite. Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to accurately interpret spoken language to sign language and interpret sign to spoken language for lecture classes, physical education classes, labs, meetings and various assignments as scheduled; follow and give oral and written directions; demonstrate sensitivity to, and respect for a diverse population; maintain cooperative working relationships.
- Knowledge of American Sign Language or other sign system used by students; Registry of Interpreters for the Deaf Code of Professional Conduct; technical signs or specialized vocabulary used in the courses assigned; deaf culture, local deaf community, and resources for the deaf; specialized equipment for the deaf and hard of hearing (such as TTY/VP).A strong commitment to the mission of Texas Southmost College.
- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.

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- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- High school diploma or G.E.D. equivalent.
- Minimum of two (2) years of experience working in sign language or interpreting functional area in an educational setting.
- Demonstrated proficiency in American Sign Language (ASL).
- Experience of working effectively in a team environment with a customer service focus.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree from an accredited college or university.
- American Sign Language (ASL) certification, through State Board for Evaluation of Interpreters (BEI) or National Registry Interpreter for the Deaf (RID).
- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, texture perception, and the ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or G.E.D. equivalent?
 - Yes
 - No
3. *Do you have a minimum of two (2) years of experience working in sign language or interpreting functional area in an educational setting?
 - Yes
 - No
4. *Do you have experience of working effectively in a team environment with a customer service focus?
 - Yes
 - No
5. *Do you have demonstrated proficiency in American Sign Language (ASL)?
 - Yes
 - No
6. Do you have an associate's degree from an accredited college or university?
 - Yes
 - No
7. Do you have an American Sign Language (ASL) certification, through State Board for Evaluation of Interpreters (BEI) or National Registry Interpreter for the Deaf (RID)?
 - Yes
 - No
8. Are you bilingual in English-Spanish?
 - Yes
 - No