

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

SIGN LANGUAGE INTERPRETER (PART-TIME)

FLSA STATUS: NON-EXEMPT – SPC PAY PLAN

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Sign Language Interpreter provides interpreter services for deaf and hard of hearing students, faculty, and/or staff in academic settings, related educational activities, appointments, faculty, staff, and FSCJ functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides interpreting services for deaf and/or hard of hearing students, faculty, and/or staff in academic setting (which may include metal and auto shop classes) and college functions; uses assignment related information to determine the most appropriate communication mode. Collaborates with the student and faculty to tailor the communication experience for the individual learner based on the teaching methodology for delivery of instruction by the professor.

Prepares for interpreter assignments by reviewing course materials and doing research, if necessary, for specialized vocabulary, set up, and placement considerations.

Addresses the unique educational needs of individual deaf and/or hard of hearing students.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the full-time staff interpreter(s).

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Requires an excellent command of the English language and grammar; clear speaking voice. Demonstrates highly proficient interpreting and transliterating skills (expressive and reception) in a variety of signing systems, comprehensive knowledge of deaf culture and deaf issues. Requires a current valid interpreting credential. Current credentials include either National Certification from the Registry of Interpreters for the Deaf (RID) or Educational Interpreter Performance Assessment (EIPA) - level 3, 4, or 5.

PREFERRED QUALIFICATIONS

Associate's or Bachelor's degree from a regionally accredited institution, preferably in Sign Language Interpreting. Five (5) years of interpreter experience, preferably in a post-secondary level educational institution. Experience in tactile interpreting for deaf/hard of hearing and blind/low vision.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Some tasks involve the continuous operation of hand and power tools and the full range of shop equipment to very exacting tolerances; calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards. Tasks may involve occasional heavy lifting or moving, but the emphasis is placed upon the coordination and manipulation skills.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, tests, documents, etc. Requires the ability to prepare correspondence, reports, forms, records, files, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to communicate effectively with co-workers, staff, students and the public.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery and to provide sign language interpreting.

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Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Some tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 9/3/25