

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2011**

SIGN LANGUAGE INTERPRETER I

FLSA STATUS: NON-EXEMPT – PAY GRADE: 13 - C

GENERAL STATEMENT OF JOB

The Sign Language Interpreter provides interpreter services for academic settings, related educational activities, appointments, faculty, staff, and FSCJ functions; supervises and evaluates temporary part-time interpreters; coordinates and implements scheduling of interpreter services for all campuses/centers; acts as liaison with other college personnel; and mentors Interpreter Training Program students.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide interpreting services for deaf and hard of hearing students/faculty/staff in academic setting and college functions; use assignment related information to determine the most appropriate communication mode.

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

Conduct periodic training and evaluations; provide regular interpreter orientations; advertise, contact, interview and assess skill levels for part-time employees.

Schedule interpreter assignments as needed to provide accessibility for students, instructors, and college employees requiring interpreters; place interpreters in classroom based upon student needs for specific language skill and mode, assignment subject and difficulty and availability of qualified interpreters.

Supervise temporary, part-time interpreters.

Hold periodic student/interpreter orientations in order to inform, instruct, and distribute prepared policy manuals and to assign schedules.

Act as liaison with other college personnel; act as a resource to faculty and staff on issues related to deafness; collaborate with faculty and staff to address the specific needs of students who are deaf and hard of hearing.

Perform clerical and office procedures such as preparing correspondence, monthly activity reports, and processing payroll.

Maintain inventory of Assistive Listening Devices (ALDs); ensure properly working, assist students in selection of appropriate technology (if required), and perform the loan agreement and tracking of such devices.

Adhere to RID Code of Professional Conduct.

Perform related duties as required.

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SUPERVISION RECEIVED

Supervision is received from the Director of Services for Students With Disabilities.

SUPERVISION EXERCISED

Employee may act in a lead capacity or may supervise assigned staff.

MINIMUM QUALIFICATIONS

Requires an Associate's degree from an accredited college or university and five (5) years of interpreter experience, preferably in a post-secondary level, and National Interpreter Certification (from the Registry of Interpreters for the Deaf-RID)

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited college or university. Requires excellent command of the English language and grammar; clear speaking voice. Demonstrates highly proficient interpreting and transliterating skills (expressive and receptive) in a variety of signing systems, comprehensive knowledge of deaf culture and deaf issues.

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.

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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.

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.

Revised: 7/11