

INTERPRETERS FOR THE DEAF AND HARD OF HEARING SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
2190	Interpreter for the Deaf and Hard of Hearing	02	048	6 mo.	04/16/09	Rev.
2191	Senior Interpreter for the Deaf and Hard of Hearing	02	048	6 mo.	04/16/09	Rev.

Promotional Line: 98

Series Narrative

Employees in this series provide and/or supervise interpreting services for the deaf and hard of hearing.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Interpreter for the Deaf and Hard of Hearing **2190**

Employees at this level provide interpreting services for the deaf and hard of hearing.

An Interpreter for the Deaf and Hard of Hearing typically –

1. translates simultaneously with the presentation, classroom lectures and/or other presentations and events from English into sign language; translates student responses from sign language into English.
2. interprets at special events (such as field trips, student-instructor conferences, and special meetings).
3. assists deaf and hard of hearing students, employees, and others in situations where translation may be essential.
4. assists with arranging note takers
5. participates in regular interpreter staff meetings and in-service training workshops.
6. maintains records relating to deaf and hard of hearing persons.
7. obtains and reviews related materials prior to providing interpreting services.
8. provides awareness of and sensitivity to the needs of the deaf and hard of hearing population.
9. performs other related duties as assigned.

Level II: Senior Interpreter for the Deaf and Hard of Hearing **2191**

Employees at this level select, evaluate, assign, and participate in interpreting duties for the deaf and hard of hearing. They also maintain records pertaining to interpreting and other support services offered to deaf and hard of hearing persons.

A Senior Interpreter for the Deaf and Hard of Hearing typically –

1. supervises other interpreters to ensure that quality interpreting services are being provided and that the interpreters conduct themselves in a professional manner.
2. arranges and provides in-service training workshops for interpreters (such as the development of sign vocabulary and information regarding ethics).
3. schedules interpreting services for classes, meetings, field trips, and other special events.
4. participates in arranging note-taking and tutoring services for deaf and hard of hearing students.
5. participates in the maintenance of current records pertaining to support services offered to deaf and hard of hearing persons.
6. acts as an interpreter for the deaf and hard of hearing.
7. interacts with faculty or staff to resolve problems as needed.
8. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Interpreter for the Deaf and Hard of Hearing****2190****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High School graduation or GED
2. Proof of licensure at the Intermediate Proficiency level or higher as specified in Section 1515.50 of the Interpreter for the Deaf Act of 2007.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Fluency in American Sign Language, signed English or other modes of signed communication.
2. Skill in simultaneous translation from English to the sign language or modes of communication preferred by the deaf and hard of hearing person.
3. Skill in simultaneous translation from the sign language or modes of communication preferred by the deaf and hard of hearing person to English.
4. Skill in judging and adjusting to the deaf or hard of hearing person's language preference.

5. Ability to learn to use special or technical signs employed in an educational setting.
6. Ability to deal effectively with hearing impaired deaf or hard of hearing persons, faculty, and staff.
7. Ability to maintain records.

Level II: Senior Interpreter for the Deaf and Hard of Hearing**2191****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High School graduation or GED
2. Proof of licensure at the Intermediate Proficiency level or higher as specified in Section 1515.50 of the Interpreter for the Deaf Act of 2007.
3. Two (2) years of professional work experience as an Interpreter for the Deaf and Hard of Hearing

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Supervisory ability
2. Ability to select, train, evaluate, and provide daily leadership to staff members
3. Fluency in American Sign Language, signed English or other modes of signed communication.
4. Skill in simultaneous translation from English to the sign language modes of communication preferred by the deaf and hard of hearing person.
5. Skill in simultaneous translation from the sign language or modes of communication preferred by the deaf and hard of hearing person to English.
6. Skill in judging and adjusting to the deaf and hard of hearing person's language preference.
7. Ability to learn to use special or technical signs employed in educational setting.
8. Ability to deal effectively with deaf and hard of hearing persons, faculty, and staff.
9. Ability to maintain records and prepare reports.