

## INTERPRETERS FOR THE DEAF AND HARD OF HEARING SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
2190	Interpreter for the Deaf and Hard of Hearing	02	048	6 mo.	07/15/18	Rev.
2191	Senior Interpreter for the Deaf and Hard of Hearing	02	048	6 mo.	07/15/18	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. interprets simultaneously with the presentation, classroom lectures and/or other presentations and events from English into sign language; interprets 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 interpretation may be essential;
4. participates in regular interpreter staff meetings and in-service training workshops;
5. obtains and reviews related materials prior to providing interpreting services;
6. provides awareness of and sensitivity to the needs of the Deaf and Hard of Hearing population;
7. 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/or 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. coordinates and/or manages other interpreters and/or services or projects to ensure that quality interpreting services are being provided and that the interpreters conduct themselves in a professional manner;

2. arranges and/or provides in-service training workshops (such as the development of sign vocabulary and information regarding ethics);
3. schedules interpreting services for classes, meetings, field trips, and other special events/situations requiring interpreting services;
4. participates in the maintenance of current records pertaining to support services offered to Deaf and Hard of Hearing persons;
5. acts as an interpreter for the Deaf and Hard of Hearing;
6. interacts with faculty or staff to resolve problems as needed;
7. 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.A *For public school pre K-12 Educational Interpreters, Statement of "approval" from the Illinois State Board of Education which shall be identified as valid for sign language interpreting: Pursuant to 23 IL Administrative Code Section 25.550 "excluding Interim Approval".*

**OR**

- 2.B. *For post secondary education, Interpreters must show proof of **current** licensure at the Intermediate Proficiency level or higher as specified in Section 1515.90 of the Interpreter for the Deaf Act of 2007 Rules.*

*As required by the position to be filled, education, training and/or work experience in an area of specialization inherent to the position may be required to meet credential requirements #2A or #2B above.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Fluency in American Sign Language, Signed English or other modes of signed communication.
2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Knowledge of principles and processes for providing customer and personal services.
4. Skill in simultaneous translation from English to the sign language or 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. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Ability to learn to use special or technical signs employed in an educational setting.
9. Ability to deal effectively with hearing impaired Deaf and Hard of Hearing persons, faculty, and staff.
10. Ability to concentrate on a task over a period of time without being distracted.
11. Ability to quickly make sense of, combine, and organize information into meaningful patterns.
12. Ability to shift back and forth between two or more activities or source of information (such as speech, sounds, touch, or other sources).
13. 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. *For post secondary education, Interpreters must show proof of **current** licensure at the Intermediate Proficiency level or higher as specified in Section 1515.90 of the Interpreter for the Deaf Licensure Act of 2007 Rules.*
3. Two (2) years (24 months) of professional work experience as an Interpreter for the Deaf and Hard of Hearing.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Fluency in American Sign Language, Signed English or other modes of signed communication.
2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Knowledge of principles and processes for providing customer and personal services.
4. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
5. Skill in simultaneous translation from English to the sign language modes of communication preferred by the Deaf and Hard of Hearing person.

6. Skill in simultaneous translation from the sign language or modes of communication preferred by the Deaf and Hard of Hearing person to English.
7. Skill in judging and adjusting to the Deaf and Hard of Hearing person's language preference.
8. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
9. Skill in communicating effectively in writing as appropriate for the needs of the audience.
10. Skill in talking to others to communicate information and ideas so that others will understand.
11. Ability to supervise.
12. Ability to select, train, evaluate, and provide daily leadership to staff members.
13. Ability to learn to use special or technical signs employed in educational setting.
14. Ability to deal effectively with Deaf and Hard of Hearing persons, faculty, and staff.
15. The ability to concentrate on a task over a period of time without being distracted.
16. The ability to quickly make sense of, combine, and organize information into meaningful patterns.
17. The ability to shift back and forth between two or more activities or source of information (such as speech, sounds, touch, or other sources).
18. Ability to maintain records and prepare reports.