Classification Specification for Unclassified Service

Title: Interpreter Disability Services

Pay Scale Group: 14

Essential Function

Under general supervision from a designate administrator provide interpreter services.

Characteristic Duties

Interpret classroom, administrative, and social interactions for students.

Maintain compliance with federal and state mandates regarding accommodation of students with disabilities and by American Sign Language Guidelines for Professional Practice.

Coordinate and plan service delivery schedule with students and/or faculty; ensure appropriate in-take, advising, retention, and follow-up services.

Collaborate with faculty and staff to gain understanding of teaching concepts to better facilitate interpreter services and to establish professional relationship that promote a sense of community between students, faculty and departments.

Assist with translation of printed information to alternative formats such as reading books onto tape and converting printed information to Braille via software programs.

Provide training for faculty, staff and students regarding the utilization of American Sign Language interpreters within the academic setting.

Coordinates with Disability Support Services sponsored workshops.

Perform related duties as assigned.

Minimum Qualifications

Associate’s degree with three (3) years’ experience; -OR five (5) years’ experience. Experience must be in sign language interpretation at the post-secondary level. Must be certified by the Registry of Interpreters for the Deaf (RID) or National Association for the Deaf (NAD).

Physical Requirements - Typically requires sitting, walking, standing, bending, keying, talking, hearing, seeing and repetitive motions. Incumbent may be required to travel from building to building frequently and off campus occasionally.