



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Interpreter/Transliterater I	
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
<b>RANGE:</b>	34	
<b>HOURS PER DAY:</b>	Up to 8	
<b>HOURS PER WEEK:</b>	Up to 40	
<b>MONTHS PER YEAR:</b>	Up to 12	
<b>REPORTS TO:</b>	DSPS Director or designee	

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform specialized duties in facilitating communication between hearing and deaf or hard of hearing persons by using American sign language and English; and to interpret for student/s in a variety of instructional and non-instructional campus settings.

Employees in this classification receive limited supervision within a framework of standard policies and procedures. These job classes exercise independent judgment and responsibility for the accurate interpretation of both formal and informal campus activities.

This job is a pre-certified position. This job class performs the full range of duties at a general level of proficiency in the use of American Sign Language. This job class requires the skills of proficient fluency in American sign language in lieu of certification.

**TYPICAL DUTIES**

*Essential Functions:*

- Duties require the use of American sign language and English to clearly and accurately facilitate communication between deaf or hard of hearing persons and hearing persons.
- Interprets classroom instruction, discussion, and interaction i.e. lectures, labs, tutoring sessions, group discussions, films, tapes, and general classroom activities.
- Interprets from the source language used by deaf or hard of hearing persons into spoken English which can be understood by the hearing persons.
- Interprets in settings such as classes, labs, campus service centers, and other instructional and non-instructional settings.
- Researches specific terminology germane to various disciplines as appropriate to

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assignment; develops appropriate signs to communicate classroom material.

- Performs other related duties similar to the above in scope and function as required in agreement with the Code of Professional Conduct as given by the Registry of Interpreters for the Deaf.

**EMPLOYMENT STANDARDS***Knowledge of:*

- American Sign Language, Manually Coded English (MCE) and other sign systems as required by assignment;
- Methods and techniques used in communicating with deaf/hard of hearing persons;
- Code of Professional Conduct as stated by the National Registry of Interpreters for the Deaf;
- Professional and technical signs or knowledge of the vocabulary used in specified courses;
- Comprehensive understanding of Deaf culture;
- Proper English usage and grammar.

*Ability to:*

- Hear spoken speech communication;
- Use American Sign Language and other sign systems as appropriate to assignment;
- Accurately interpret spoken English at a rate required for successful job performance;
- Interpret by providing an accurate message equivalent from the source language to the target language;
- Interpret for campus events such as conferences, workshops, or special events for a group of speaking and non-speaking persons;
- Establish and maintain effective professional work relationships with those contacted in the performance of required duties.

**QUALIFICATIONS***Education Required:*

- Two years of ASL classes at the college level.

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*Experience Required:*

- A minimum of 100 hours of observation and 100 hours of interpreting, preferably in an educational setting.

*Other Required or Preferred Qualifications:*

- Willingness to participate in ongoing professional development including pursuit of certification in EIPA, ESSE, NIC, Ed: K-12

**APPROVALS**

Date Created/Revised: 06-11-2015 / 08-2016

Cabinet Reviewed: 08-09-2016

Board Approved: 9-14-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)