| Date | Position # | Position Title  |
| --- | --- | --- |
| 11/14/2019 | CPL002 | PT Academic Professional-Sign Language Interpreter |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Student Affairs | The Center for Student Access | Based on Sign Language Interpreter Salary Schedule | CFA027 |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[ ]  | **Bargaining Unit:** MAHE | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] <20 Hrs/Week | **Pooled Position:** [x]  | 1 **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| Under direction of the supervisor, interprets/transliterates spoken language using American Sign Language (ASL), and vice versa, to facilitate communication between hearing and Deaf/Hard of Hearing individuals; serve as a liaison between Deaf/Hard of Hearing students, hearing students and instructors; and performs other related work as required.Provide expressive and voice interpreting for Deaf/Hard of Hearing students in lectures, labs, tutoring, and other related activities. Function to facilitate communication between Deaf/Hard of Hearing students, instructors, and hearing students in the classroom. Follow instructions given by the supervisor. Maintain a professional working relationship with instructor and/or presenter and have a supportive attitude. Have flexibility in adapting to change. Must adhere to the NAD-RID Code of Professional Conduct and have an acceptable personal appearance in the work setting. Must attend scheduled staff meeting, work with practicum students if asked, maintain a vocabulary of current appropriate signs and pursue professional growth activities. Other duties as specified by grant requirements. Possess and maintain certification and be registered with the Division on Deaf, Deafblind, and Hard of Hearing (DODDBHH). This can be either Michigan BEI (state certification) or National Interpreter Certification (NIC).  |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| N/A |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 75% | 1 | Interprets lectures, discussions, announcements, conversations, meetings, events, and other spoken word situations using ASL Interpreting/transliterating appropriate for the language and the cultural background of Deaf/Hard of Hearing students and staff. Accurately interprets Deaf/Hard of Hearing student’s signs into fluent English for other students, faculty, and college staff. |
| 5% | 2 | Works effectively in teams with other sign language interpreters.  |
| 5% | 3 | Cooperates with the practicum Interpreter Training Program (ITP) on campus by allowing students to observe interpreters during class settings. Provides feedback and participates in mentoring for ITP students.  |
| 5% | 4 | Works with the department to assist faculty and college departments in gaining understanding of relevant concepts to better facilitate translation for Deaf/Hard of Hearing students. Participates in department staff meetings. |
| 5% | 5 | May utilize technologies to transcribe speech to text in classroom and other settings. |
| 5% | 6 | Other duties as assigned. |
|  | 8 | Click or tap here to enter text. |
|  | 9 | Click or tap here to enter text. |
|  | 10 | Click or tap here to enter text. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Candidate must be able to accurately interpret spoken language to sign language and interpret sign to spoken language for lecture classes, physical education classes, labs, meetings, and various assignments as scheduled; follow and give oral and written directions; demonstrate sensitivity to, and respect for a diverse population; maintain cooperative working relationships; adhere to the NAD-RID Code of Professional Conduct. Candidate must have knowledge of American Sign Language; NAD-RID Code of Professional Conduct; technical signs or specialized vocabulary used in the courses assigned; Deaf culture, local Deaf community, and resources for the Deaf; specialized equipment for the Deaf and Hard of Hearing (such as TTY/VP).  |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required**Possess Michigan BEI III or NIC. Fluent in ASL. **Preferred**Legal endorsement preferred. Medical/Mental Health endorsement preferred.Deafblind endorsement preferred. **Special**May be required to sign for extended periods of time. May be required to sign under various environmental conditions. |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Amanda Preston **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/ELT’s Name:** Ronda Miller **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Rep:** Type here **HR Rep Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** CPL002 **Date:** **11/14/2019 Supervisor’s Position #:** CFA027

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[ ]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[ ]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[ ]  Computing (math calculations or carrying out formula operations)

[ ]  Compiling (gathering, classifying, evaluating data, people, other data)

[ ]  Copying (entering, posting, transcribing data)

[ ]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[ ]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[ ]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[ ]  Grasping

[ ]  Stooping

[ ]  Crawling

[ ]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[x]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[x]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[x]  Confined/restricted spaces

[x]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[x]  Extreme noises