



POSITION DESCRIPTION

Department: Disability Support Services (DSS)
Working Title: Sign Language Interpreter
Job Code: 7169
Time Base: Intermittent Hourly
Position Number: 00000712
Union / Unit (if applicable): CSUEU/Unit 9

Position Reports To: Director, DSS
Classification: Interpreter II
Range Code: 1
Exempt or Non-Exempt: Non-Exempt
Last Update: 11/02/2023

PURPOSE OF POSITION:

Under general supervision, an Interpreter II provides a very high level of skilled interpreting and transliterating for individuals with hearing impairments.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
Provides sign language interpreting services for students and/or faculty who are deaf or hearing impaired in a variety of university settings (virtually and in person): academic courses, study groups, student activities and events, meetings with professors and student services personnel.	100%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. Provides an accurate translation of the spoken word to deaf or hearing-impaired students utilizing the most effective techniques available. The sign language interpreter will abide by the conduct as specified in the Registry for the Interpreters of the Deaf (RID).

PROVIDES LEAD DIRECTION OF OTHERS:

N/A

REQUIREMENTS OF POSITION:

1. List education and experience required

- Possession of a certificate issued by the National Registry of Interpreters for the Deaf (or equivalent agency).
- Equivalent of 1,200 hours of paid interpreting experience.
- Strong preference for candidates who attended and graduated from a postsecondary institution.

2. List knowledge, skills, and abilities required for this position.

- Good interpersonal and communication skills are necessary to provide students with an easily understandable translation of the spoken word. In addition, these skills are necessary when assisting students taking part in academic related activities such as conducting research, completing laboratory assignments, campus events and class field trips.
- Experience working with students with hearing impairments is required.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community and establish and maintain cooperative and effective relations with University employees, students, and the public.
- Ability to establish and maintain a cooperative working relationship with students, faculty, and staff

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- PC Computer
- Phone

4. **Unique working conditions**

- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Prevention (Title IX) training.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Hearing Impaired Students: The interpreter must establish clear lines of communication with hearing impaired students whom they are assigned.

Faculty: The interpreter must ensure that information obtained from each faculty member is transmitted into an accessible sign language format as required by each hearing-impaired student. This will require obtaining clarification on terminology used in textbooks as well as in class during lectures and classroom discussions.

Other Students; The interpreter will ensure that communication between their assigned hearing impaired student and other students is done in a highly effective and professional way.

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Sitting		x			
2. Standing					x
3. Walking	x				
4. Bending Over	x				
5. Crawling	x				
6. Climbing	x				
7. Reaching overhead	x				
8. Crouching	x				
9. Kneeling	x				
10. Balancing	x				
11. Pushing or pulling	x				

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Number of hours/day
N/A 1-2 3-4 5-6 7+

12. Lifting or carrying	x				
A. 10 lbs or less	x				
B. 11 to 25 lbs	x				
C. 26 to 50 lbs	x				
D. 51 to 75 lbs	x				
E. 76 to 100 lbs	x				
F. Over 100 lbs	x				
13. Repetitive use of hands/arms					x
14. Repetitive use of legs	x				
15. Eye/hand coordination					x

Yes	No
	x
x	
x	

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Directing others	x				
2. Writing	x				
3. Using math/calculations	x				
4. Talking		x			
5. Working at various tempos			x		
6. Concentrating amid distractions			x		
7. Remembering names		x			
8. Remembering details				x	
9. Making decisions		x			
10. Working rapidly				x	
11. Examining/observing details					x
12. Discriminating colors		x			

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Inside				x	
2. Outside		x			
3. Humid	x				
4. Hazards	x				
5. High places	x				
6. Hot	x				
7. Cold	x				
8. Dry	x				
9. Wet					
10. Change of temp	x				
11. Dirty	x				
12. Dusty	x				
13. Odors	x				
14. Noisy	x				
15. Working w/others		x			
16. Working around others			x		
17. Working alone	x				

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Supervisor (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director (optional)

Print Name: _____

Signature: _____

Date: _____