

PERALTA COMMUNITY COLLEGE DISTRICT – April 2025

CLASSIFIED JOB DESCRIPTION

SIGN LANGUAGE INTERPRETER (SEIU Local 1021 Salary Range 98) Job Code: 1106

CLASS PURPOSE

Interprets/translates spoken language using American Sign Language or other manual Sign systems and interprets American Sign Language or other manual Sign communication into spoken language to facilitate communication between Deaf/hard-of-hearing students and hearing individuals. Serve as liaison between Deaf/hard-of-hearing students, hearing students and hearing faculty and staff. Support/back-up to the Interpreting Services Coordinator.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Interprets lectures, discussions, announcements, conversations, meetings, events and other spoken word situations using American Sign Language or other manual Signed systems appropriate for the language and cultural background of Deaf/hard-of hearing students.
- Accurately interprets Deaf/hard-of-hearing students' Signs into fluent English for other students, faculty, and college staff.
- Works effectively on teams with other Sign language interpreters.
- Maintains certification by completing continuing education units required by the Registry of Interpreters for the Deaf (RID).
- Adheres to the RID Code of Professional Conduct.
- Advocates for communication access and cultural competency for the Deaf/hard-of-hearing students.
- Provides support to the pool of hourly Sign language interpreters through teaming, subbing, or mentoring.

Job Description: Sign Language Interpreter

- Provides support to the Interpreting Services Coordinator by assisting in coordinating services, being available to communicate with the hourly Interpreters during class hours, and perform other administrative tasks as needed.
- Communicates and works with the Student Accessibility Coordinators to effectively provide accommodations to deaf Peralta Community College District students.
- Attends department and district meetings.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of an accredited Interpreter training program or equivalent.
2. Interpreting certification by any of the following: RID, NAD, BEI, EIPA.
3. Must be fluent in American Sign Language and other forms of Sign systems used by the Deaf/hard-of-hearing community.
4. Must be able to Sign for extended periods of time and under various environmental conditions.

Ability to:

- Accurately interpret spoken language to Sign language and interpret Sign to spoken language for lecture, labs, tutoring, counseling and other academic activities and events.
- Follow and give oral and written directions.
- Demonstrate sensitivity to and respect for a diverse population.
- Maintain cooperative working relationships.
- Travel between the four Peralta colleges: Laney College, College of Alameda, Merritt College and Berkeley City College.

Knowledge of:

- American Sign Language and other Sign systems used by Deaf/hard-of-hearing students.
- Registry of Interpreters for the Deaf (RID) Code of Professional Conduct.
- Deaf culture, resources for the deaf.
- Captioning options for the classroom.
- Industry standards for Sign language Interpreters.

DESIRABLE QUALIFICATIONS

1. Five years' experience as a Sign language interpreter with at least two years' experience in a post-secondary educational setting preferred.
2. Experience coordinating interpreting services, strongly preferred.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with people.

PHYSICAL REQUIREMENTS

- Must be able to Sign for extended periods of time and under various environmental conditions.
- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body.
- Occasional use of manual dexterity.
- Occasional use of tactile acuity.
- Occasional use of visual acuity from a distance, with depth, and for color.
- Frequent work at a rapid pace.
- Frequent reaching, high, low, and level.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant sitting.
- Constant use of clear oral communication.

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.