

**LEAD INTERPRETER/COORDINATOR**

**DEFINITION**

Coordinates all aspects of communication support service provision for deaf and hard of hearing students.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Associate Dean, Disabled Students Programs and Services.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

**EXAMPLES OF DUTIES**

Assists in the development, upgrading and implementation of policies and procedures as they pertain to the scheduling and overseeing of interpreter/communication support services.

Recruits, interviews, evaluates and recommends sign language interpreters and other communication-related support staff (e.g., real time captioners, note takers, tactile interpreters) for employment by the College.

In concert with DSP&S counselors and deaf/hard of hearing students, interprets as well as schedules other interpreters and communication support staff for college lectures, field trips, ceremonies, student-teacher conferences and other campus-related activities as mandated by ADA and the mission of the College.

Serves as emergency/substitute interpreter when needed. Interprets for DSP&S administration, counselors and staff upon request.

Maintains scheduling and payroll related records/hours and ensures timely submittal of payroll reports.

Answers routine questions, explains procedures and policies to students, faculty/staff and the public regarding deaf and hard of hearing support services.

Assists in the development and standardization of instructional Sign Language to be used at the College.

Serves as a mentor to other interpreters, including conducting or coordinating professional growth workshops and promoting professionalism within the framework of the Interpreter Code of Ethics.

Participates in own profession of growth activities including membership and attendance at such groups as the Network of Community College Service Providers for Deaf Students.

Completes all paperwork and reports as required by DSP&S and attends/participates in required college and DSP&S meetings, committees and in-service training.

Selects, trains, evaluates and maintains schedules of student workers.

Performs minimal clerical duties specific to the interpreting office and other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

American Sign Language, English and other manual systems.

The special communication needs of the deaf and hard of hearing students.

Deaf community and deaf culture.

Interpreter Code of Ethics as promulgated by the RID and NAD.

Special vocabulary and techniques used to interpret professional subject matter.

### **Ability to:**

Plan and schedule activities in a cost-effective manner.

Establish and maintain a cooperative working relationship with students, faculty and staff.

Interpret and transliterate in an academic setting.

Use TTY and other telecommunication systems for deaf/hard of hearing persons.

Relate well to deaf and hard of hearing students.

Demonstrate a respect for the deaf community.

Interview, train, and provide work direction to student workers.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

1,200 paid hours of interpreting in post-secondary or community based settings.

Associate's degree in related field from an accredited college or university.

Evidence of ability to schedule and provide work direction to interpreters in a post-secondary setting.

### **Desirable:**

Bachelor's degree from an accredited college or university.

Certification by the Registry for Interpreters for the Deaf (RID), National Association of the Deaf (NAD) or equivalent.