

The University of Texas at San Antonio

Job Description

Job Title: Staff Interpreter I
Code: 11256
Salary Grade: 59
FLSA Status: Non-Exempt
Department/Division: Student Disability Services
Reports To: Coordinator of Deaf/Hard of Hearing Services

Summary

- Function: To provide sign language interpreting services using American Sign Language (ASL) or other manual sign system to facilitate communication access and equal opportunity for registered students with disabilities.
- Scope: To provide sign language interpreting services for Deaf/hard of hearing students registered in Student Disability Services.

Duties

- Typical:
 1. Interprets class lectures, discussions, announcements, conversations, meetings, events, and other spoken word situations using ASL or manual sign system appropriate for the language and the cultural background of deaf/hard of hearing students and staff.
 2. Accurately interprets deaf/hard of hearing students' signs into fluent English for other students, faculty, and staff as assigned.
 3. Works with faculty and college departments to gain understanding of relevant concepts to better facilitate translation for deaf/hard of hearing students.
 4. Works effectively in teams with other sign language interpreters.
 5. Maintains certification by completing continuing education units as required by state or national certification.
 6. Adheres to the professional Code of Professional Conduct for interpreters
 7. Coordinate at least x1 continuing education activity each semester for all part time staff
 8. Serves as backup to the Coordinator of Deaf/Hard of Hearing services in their absence
 9. Assists the Coordinator of Deaf/Hard of Hearing Services when coordinating schedules and helps in the notifications to faculty regarding all students who utilize interpreting or captioning services.
 10. Assist Coordinator of Deaf/Hard of Hearing Services with continuing education activities for all part time staff.

- Periodic:
 1. Assist Coordinator in obtaining preparation materials for part time staff as needed.
 2. Reports any student related concerns the Coordinator of Deaf/Hard of Hearing Services
 3. Participates in department and division-wide quality improvement activities and meetings as necessary

Education

Required	Preferred
High school graduation or GED.	Associates degree in an accredited interpreter training program, or equivalent

Other Requirements

Required	Preferred
Experience using Microsoft Word, Outlook and Excel. Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year of experience interpreting in a four-year college or university; Texas certification at BEI Basic Level by the Texas Workforce Commission or equivalent RID/NAD Certification.	Three years of experience interpreting in a four-year college or university; Texas certification at BEI Advanced Level or above by the Texas Workforce Commission or equivalent RID/NAD Certification.

Equipment

Required	Possible
N/A	N/A

Working Conditions

Usual	Special
General classroom, lecture hall, laboratory; environments and office	May require evening and weekend work assignments
	May have assignments at both the downtown and main campus

Supervision

Received	Given
General supervision with latitude for exercise of some independent judgment.	None.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.