**Sign Language Interpreter Standard Job Description**

**Classification Title:** Sign Language Interpreter

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Sign Language Interpreter, under general supervision, provides sign language interpretation, transliteration, and transcription services for students with hearing disabilities.

**Essential Duties and Responsibilities:**

**40% Communication Access Services**

* Provide communication access services to students with hearing disabilities during lectures, required group meetings, and in other required academic environments.
* Prepare for assignments by reviewing texts and presentations, establishing appropriate vocabulary with students.
* Support substitute requests and maintain calendars for classes and agency providers' schedules.

**20% Professional Development and Training**

* Complete professional development activities to meet the minimum number of continuing educational units required to maintain certification or licensing.
* Attend departmental staff meetings and staff development activities.

**20% Administrative Support**

* Perform related duties as assigned to support departmental operations.
* Provide office and testing center coverage when needed.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Two years of related experience in American Sign Language interpretation.

**Required Licenses and Certifications:**

* Texas Commission for the Deaf & Hearing Impaired Board for Evaluation of Interpreters, Level I certification.
* Department of Assistive and Rehabilitative Services-Deaf and Hard of Hearing Services (DARS-DHHS) Board for Evaluation of Interpreters (BEI), Level I or Basic Level Certificate.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends.
* Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**