

# South Texas College

## Job Announcement 2024-5015

**Title: ASL Interpreter (Part-time Temporary)**

**Department: Counseling and Student Accessibility Services**

**Reports to: Student Accessibility Services Manager**

**Pay Grade: Part-time**

**Salary Range: Minimum \$18.50/Hour Non-Certified**

**Minimum \$23.34/Hour Certified**

**Campus: Pecan**

**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The American Sign Language Interpreter provides interpreting/transliteration of spoken language using American Sign Language (ASL), and vice-versa, to facilitate communication between hearing and deaf and hard of hearing individuals. Provides no more than 19 hours of interpreting per week for deaf and hard of hearing students.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Interprets/transliterates into American Sign Language (ASL) all in classroom and outside classroom activities as assigned by the supervisor or other department staff.
2. Interprets/transliterates using the mode of communication preferred by the student and adapts or modifies methods of communication as needed.
3. Prepares for interpreter assignments by reviewing specific terminology and content related to assigned material.
4. Serves as a resource for information for students with disabilities and deaf or hard of hearing students.
5. Attends appropriate professional development training and staff meetings as requested by the supervisor.
6. Maintains knowledge of and adheres to the College's programs, policies, procedures and academic standards, National Association of the Deaf (NAD) and the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct and Ethics, and applicable state and federal laws and regulations including FERPA and HIPPA.
7. Provides support services to all students under Counseling and Student Accessibility Services, as needed.
8. Assists with all students and prospective students with registration process, orientation, outreach, recruitment, campus tours, special projects, and presentations for students within the Division of Student Affairs and Enrollment Management, as assigned by the supervisor.
9. To facilitate communication between hearing and Deaf/Hard of Hearing individuals.
10. Demonstrated knowledge and compliance of and implement the Texas State Interpreters for the Deaf (TSID) code of ethics.
11. Prepares reports as requested by the supervisor and/or director.
12. Travels throughout the college district, as needed.

13. Serves as Campus Security Authority.
14. Performs other duties as assigned.

### **Required Education and Experience**

1. Associate's degree required; Bachelor's degree preferred.
2. At least three (3) years of sign language interpreting experience preferred.
3. Experience in a higher education institution, preferred.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Knowledgeable of the psycho social, linguistic, and cultural aspects of deafness as related to various groups.
4. Bilingual, English/Spanish, preferred.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
11. Ability to effectively present information and respond to inquiries from groups of students, faculty, staff, and the general public.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Checks, Certificates, Licenses, and Registrations**

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
3. A minimum of a Basic or Level 1 certification from the Board of Evaluators of Interpreters (BEI) or from the Registry of Interpreters (RID) is required or must be obtained within two (2) years of hire. Must complete the continuing education units required by Board of Evaluation of Interpreters (BEI) to maintain certification.

### **Physical Requirements**

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Picking, holding, or otherwise working, primarily with the whole hand.
7. Extending hand(s) and arm(s) in any direction.
8. Perceiving the nature of sounds at normal speaking levels with or without correction.
9. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
10. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Sitting and standing particularly for sustained periods of time.
13. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
14. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
15. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
16. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

**Work Environment:**

While performing the duties of this job, the employee is exposed to indoor and outdoor environments; large crowds; frequent public speaking. Services are provided in a variety of settings including classrooms, college offices, activities and events, and tutoring sessions. Work hours frequently include evenings and weekends throughout the year depending on interpreter assignments and office coverage needs.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.**

**McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.