

**POSITION: Sign Language Interpreter**

* This is a part-time position.
* Employment is with Chattahoochee Technical College and not with an individual campus. All employees are subject to work relocation based on college needs.

**POSITION DESCRIPTION**

Under minimal direction from Disability Services, the Sign Language Interpreter interprets/transliterates spoken language using American Sign Language or other manual sign system, to facilitate communication between hearing and deaf/hard of hearing individuals; serve as a liaison between deaf/hard of hearing students, hearing students and instructors and/or staff; and perform related work as required by the college. This individual confers and plans with students, instructors, staff, and other interpreters in preparation for assignments, training programs, and workshops in an educational environment.

**MINIMUM QUALIFICATIONS**

* Two years related work experience.
* Demonstrated ability to interpret and translate college-level classes.
* Demonstrated ability to communicate in a concise and effective manner. Demonstrated ability to understand and follow instructions precisely.
* Must be skilled in American Sign Language and appropriate forms of manually coded English; may be required to sign for extended periods of time. Must be prepared to sign under various environmental conditions.
* Possession of a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.

**SALARY/BENEFITS**

* $30.00-$70.00 per hr.
* Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE**

APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Contact Us” then “CTC Jobs.” For a complete file, fill out an online application, upload cover letter, resume, unofficial transcripts and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.  **Candidates who do not submit a current resume and cover letter will not be considered**.

**RESPONSE DEADLINE**

Open until filled

**EMPLOYMENT POLICY**

*Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.*

*As set forth in its student catalog, Chattahoochee Technical College  does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).  The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Brannon Jones, 980 South Cobb Dr, Building C 1102B, Marietta, GA 30060, (770) 975-4023 or* [*Brannon.Jones@chattahoocheetech.edu*](mailto:Brannon.Jones@chattahoocheetech.edu) *and Chattahoochee Technical College Section 504 Coordinator, Mary Frances Bernard, 980 South Cobb Drive, Building G1106, Marietta, GA 30060, (770) 528-4529 or* [*maryfrances.bernard@chattahoocheetech.edu*](mailto:maryfrances.bernard@chattahoocheetech.edu)*.*

***A Unit of the Technical College System of Georgia.***

***Job Description Follows:***



Sign Language Interpreter, part-time

Student Affairs FLSA Status: Non-Exempt

**JOB SUMMARY**

Under minimal direction from Disability Services, the Sign Language Interpreter interprets/transliterates spoken language using American Sign Language or other manual sign system, to facilitate communication between hearing and deaf/hard of hearing individuals; serve as a liaison between deaf/hard of hearing students, hearing students and instructors and/or staff; and perform related work as required by the college. This individual confers and plans with students, instructors, staff, and other interpreters in preparation for assignments, training programs, and workshops in an educational environment.

**MAJOR DUTIES**

* Provides interpreting/transliterating expressively and receptively in the classroom, for meetings, discussions, conversations, campus events, registration, orientation, testing, tutoring, counseling, graduation, and other educational endeavors for students who are deaf and hard of hearing
* Accurately Interprets deaf/hard of hearing students’ signs into fluent English for other students,

faculty, and college staff

* May provide information and orientation to deaf/hard of hearing students in emergency situations
* Follows ethical codes that protect the integrity of the students who are deaf and hard of hearing
* May utilize technologies to transcribe speech to text in classroom and other settings
* Establishes and maintains effective relationships with students who are deaf and hard of hearing, as well as with faculty and staff
* Meets schedules and timelines. Arrives on time to class, prepared to interpret
* Educates students, staff, and instructors about the roles and functions of the interpreter

**KNOWLEDGE REQUIRED BY THE POSITION**

* Demonstrated ability to interpret and translate college-level classes
* Demonstrated ability to communicate in a concise and effective manner in a variety of educational settings
* Demonstrated knowledge of Deaf Culture
* Demonstrated sensitivity to, and respect for a diverse population
* Demonstrated ability to maintain cooperative working relationships with disabled students, faculty and staff. Ability to maintain confidentiality
* Demonstrated ability to understand and follow instructions precisely
* Must be able to coordinate schedule with the personal and academic schedule of the disabled student for whom the services will be provided
* Effective interpersonal skills
* Oral and written communication skills
* Skill in interpersonal relations and in dealing with the public
* Decision making and problem solving skills

**SUPERVISORY CONTROLS**

The Disability Services Coordinator assigns work in terms of somewhat general instructions per student schedule or planned activities. The coordinator may check for compliance with instructions, adherence to established college policy and procedures, and student satisfaction.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

* The work is typically performed while sitting or while intermittently sitting and standing.
* The work is typically performed in a classroom environment, though occasionally in an office or other educational environment such as an auditorium.

**MINIMUM QUALIFICATIONS**

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