

## Sign Language Interpreter Lead

### I. KIND AND LEVEL OF WORK

Professional level work providing sign language interpreter services and work direction; third of 3 classes within the Sign Language series. Under general supervision, provides impartial and accurate interpretation or transliteration of information into American Sign Language, Sign Systems and Spoken English for deaf, hard of hearing, deafblind and hearing communities. Position provides lead direction to other staff members and may also provide and/or coordinates instruction of employees in departments/agencies to maintain or improve sign communication skills; coordinate sign language programs for the organization; coordinate and/or schedule contract interpreter services; provide information to various customers or the general public about services provided; and perform related work as required.

### II. DISTINGUISHING CHARACTERISTICS

**The Sign Language Interpreter Lead job class differs from the Interpreter/Specialist job classes because this level could either provide leadwork direction to at least three full-time equivalent state employees (with a minimum of 20% of the lead worker's time is spent in actual leadwork) or direct, coordinate and organize other staff members who may or may not be state workers such as interveners or contract interpreters. Leadwork is the ongoing, daily responsibility to prioritize, schedule, assign, direct, guide and report on the work activities of other state employees so that the work is completed in an efficient and effective manner.**

### III. EXAMPLES OF WORK/DUTIES

*(A position may not include all the work examples given, nor does the list include all that may be assigned.)*

- Prioritizes and assigns, schedules, guides, and directs work of Interpreters/Specialists in order to facilitate communication for the hearing and deaf/hard of hearing/deafblind staff, parents and students.
- Serves as a member and coordinates interviews and ratings of the sign language interview team so that all required agency staff members are assessed and assigned their sign language proficiency level.
- Accurately and impartially interprets or transliterates critical information in crisis intervention, legal, medical, academic, social services, mental health, financial, business, employment and legislative settings for hearing, Deaf, hard of hearing and deafblind individuals to provide equal access to information and protect against harm and discrimination of clientele.
- Identifies critical barriers to interpreting services and designs individualized solutions to address deficiencies to meet certification and qualifications mandated by State and Federal Legislation and to avoid potential harm to and discrimination against clientele.

- Coordinates and organizes staff and freelance interpreters and transcriptionists so that all service requests are provided and all customers are able to obtain and understand the information needed.
- Performs job placement activities for deaf/hard of hearing/deafblind clients by teaching job seeking skills, assisting clients with their job search, assessing employment sites for accommodations and support, providing job coaching so that employment opportunities are maximized.
- Develop strategies and conducts outreach efforts for agency by preparing and conducting presentations to external facilities and agencies; identifying and establishing liaisons with referral sources; developing and implementing strategies to address and enable service to underserved populations.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

##### *Knowledge of:*

- *Field of interpretation/transliteration which leads to ethical, accurate and confidential interpreting service for all clientele.*
- *Relevant Federal and State laws (ADA, 504, MN Human Rights), Deaf culture, historical and current trends in the education, employment and lives of deaf, hard of hearing and deafblind people.*
- *Language used in numerous arenas including but not limited to legislative, business, crisis intervention, legal, medical, social services, mental health, financial management, and employment.*
- *Assistive technology available for clientele.*
- *Interpreters professional code of conduct and/or Registry of Interpreters for the Deaf (RID) Code of Ethics.*

##### *Skills in:*

- *Advanced to Superior level American Sign Language, signed English, transliterating, specialized and technical signs sufficient to interpret in a school district or college environment.*
- *Expressive and receptive interpreting so as to facilitate open communication.*
- *Forecasting, synthesizing and extracting meaning in another's language, spoken or signed, and to produce an equivalent message into an intelligible form for all clientele.*
- *Advocating for deaf/hard of hearing/deafblind clients/students.*
- *Use of assistive technology for deaf/hard of hearing/deafblind individuals*

##### *Ability to:*

- *Coordinate, schedule, direct the work of interpreters and sign language interpreters/specialists.*
- *Apply agency standards and expectations to interpreting/transliterating.*
- *Identify and accommodate deaf/hard of hearing/deafblind customers' language preferences and comprehension level.*
- *Analyze and dissect written materials sufficient to relay information to the customer.*
- *Collaborate on strategies to improve sign language interpretation.*
- *Effectively communicate with all people from diverse backgrounds and cultures.*
- *Operate and assist students with educational software or assistive technology that provides an accommodation to their learning.*
- *Mentor a provisionally certified interpreter/transliterator*

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

National Interpreter Certification, Certified Deaf Interpreter or a legacy certification recognized by the National Registry of Interpreters for the Deaf (RID).

## SPECIAL WORK CONDITIONS

## REFERENCES

Former title(s): Sign Language Interpreter Lead

## REVISION HISTORY

Established 12/1998

Revised 10/2016, 3/2023