

Fiorello H. LaGuardia Community College
31-10 Thomson Avenue, Long Island City, NY 11101

JUSTIFICATION FORM FOR SIGN LANGUAGE INTERPRETER

- NEW APPOINTMENT
- REAPPOINTMENT WITH INCREASE IN PAY
- REAPPOINTMENT IN NEW ASSIGNMENT LEVEL
-
-

NAME: _____

EDUCATION

Highest Level: _____ Institution: _____ Year: _____

CERTIFICATION (Attach documentation).

Basic Interpreter Training Program Institution: _____ Year: _____

NIC CI CT IC TC CSC NAD
Level _____

OIC:S/V OIC:V/S OIC:C CDI RSC

EXPERIENCE: _____

(Hourly Pay Range Effective 5/18/10)
(See Reverse Side)

Sign Language Interpreter:

- | | | |
|--------------------------|------------|-------------------|
| <input type="checkbox"/> | Level I | \$23.45 - \$33.76 |
| <input type="checkbox"/> | Level II | \$31.17 - \$41.49 |
| <input type="checkbox"/> | Level III: | \$41.43 - \$50.98 |
| <input type="checkbox"/> | Level IV: | \$55.07 - \$62.66 |

PROPOSED HOURLY RATE: _____

For New Assignment or Increase in Pay, Justify: _____

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APPROVAL:

Supervisor: _____
Director _____
Dean: _____

Date _____
Date _____
Date _____

General Work Tasks

Level I

- Interprets from spoken language to signed or visual language; also interprets in the reverse direction.
- Interprets for one student in one communication modality; or more than one student and/or more than one modality if teaming with an interpreter at Level II.
- Interprets in one-to-one sessions such as instructor/student conferences, academic advisement, registration and admission activities, financial aid applications, and similar.
- Interprets in classroom settings that deal with predictable levels of subject matter complexity, e.g., orientation meetings, remedial courses, and a variety of basic or core courses.
- Interprets in group sessions such as laboratory and tutorial.
- Works effectively with a diverse and multicultural student body.
- Maintains confidentiality, ethical decision making, judicious billing practices, and other tenets of the RID Code of Professional Conduct.

Level II

In addition to Level I qualifications, persons in Level II will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Interprets alone in certain situations as deemed appropriate by supervisor.
- Interprets in classroom or academic settings that deal with more unpredictable levels of subject matter complexity or that require more interaction between student and instructor.
- Interprets in classroom settings for multiple students or varying language modalities.

Level III

In addition to Level II qualifications, persons in Level III will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Interpret in classroom settings that deal with unpredictable levels of subject complexity, specialized or precise language, or frequent alternation of speakers and languages.
- Interprets in situations requiring inordinate complexity and precision of language such as senior levels of mathematics, upper branches of physical science, poetry or foreign languages etc.
- Works effectively as a member of collaborative teams with staff and administrators.
- Interprets in activities involving public platform communications such as college-wide assemblies, student presentations, guest speakers and performers, academic conferences, campus events of a cultural, business, and political nature, and the like.

Level IV

In addition to Level III qualifications, persons in Level IV will be assigned to tasks involving more complex services such as, but not limited to, the tasks immediately following:

- Mentor and model professional standards in regards to skill and behavior; may assist in the screening of prospective interpreters.
- Provide training and mentoring to staff, other hourly interpreters and student interns.

Interprets in situations requiring preparation of budgets, projections and financial reports.