

PERALTA COMMUNITY COLLEGE DISTRICT - October 18, 2012

CLASSIFIED JOB DESCRIPTION

**DISTRICT INTERPRETING SERVICES COORDINATOR
(SEIU Local 1021 Salary Range 114)
Job Code: 992**

CLASS PURPOSE

Under direction, coordinate district-wide Interpreting Services. Responsibilities include identification, assignment, and assessment of interpreters for the hearing and sight-impaired, day-to-day delivery of a variety of associated communication services district-wide and provision of assistance to faculty in accessible curriculum delivery.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assist in the overall administration of the Interpreting Services office. Coordinate delivery of print communication services i.e. real time captioning, (RTC), educational transcribing, and sign language interpreting services for deaf and hard-of-hearing students throughout the District. Research and implement technology based accommodations i.e. remote sign language and real time captioning, and video phone technology.
- Recruit, select, supervise, train, and evaluate, sign language interpreters, volunteers, interns, employees and agency contractors, captioners, educational transcribers and other staff. Conduct classroom observations; recommend the retention and employment of staff.
- Coordinate and develop liaisons with faculty and make recommendations on classroom instructional issues related to deaf and hard-of-hearing students, and on the technology trend and appropriate use in classroom service provision.
- Plan, organize, coordinate and evaluate a variety of sign language and print communication services in accordance with applicable policies, practices, principles and requirements.
- Interpret and explain legal requirements and District policies and procedures to faculty, staff, students and the public; ensure program/services policies, procedures and standards are followed and recommend changes as appropriate; refer difficult issues to the responsible administrator for decisions.

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- Assist in the development of annual budget recommendations, budget planning and control; monitor and control expenditures in the adopted Interpreting Services Office budget.
- Assist in, staff evaluation, program assessment and special project management.
- Provides assistance in the development of distance education methodology appropriate for deaf and hard-of-hearing students
- Maintain records for compliance with state and federal regulations related to provision of interpreting services and print communication services to students who are deaf or hard-of-hearing.
- Assist in the resolution of issues and conflicts related to interpreter services between students, faculty, staff and parents.
- Conduct research and provide recommendations on applicable services that include, but are not limited to, TypeWell, Real-time captioning, remote captioning, and sign language interpreting.
- Develop liaisons with high schools, community based organizations, business and professional organizations; make presentations to faculty attending school dean meetings on how to work with service providers in their classroom.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

1. Any combination of training and experience equivalent to either: four years of related technical experience providing interpreting and/or program services for Deaf **and** hard of hearing individuals and mastery level ability to translate English to A.S.L. and from A.S.L. to English in a variety of situations, **OR** two years of experience training A.S.L. interpreters in higher education.
2. One or more of the following certificates: Registry of Interpreters for the Deaf (RID) Certificate of Transliteration (CT) and/or certificate of Interpretation (CI), American Consortium of Certified Interpreters (ACCI), Educational Interpreter Performance Assessment (EIPA), Certification as a Deaf Interpreter or experience as a trainer of A.S.L. interpreters.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge:
 - American Sign Language (A.S.L.), including special signs used in the educational field.
 - Interpreter's Code of Ethics and professional conduct
 - Applicable sections of State Education Codes.
 - Basic principles of budget planning & monitoring.
 - Computer software applications.
 - Distance learning instructional delivery methods.

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- English language grammar, spelling, punctuation and vocabulary.
- Interpersonal skills including tact, patience, and courtesy.
- Knowledge of American Deaf culture and the community of deaf and hard-of-hearing.
- Laws governing provision and delivery of DSPTS services.
- Principles and techniques of management, training, supervision and instruction.
- Principles/goals objectives and trends of print and sign language communication services.
- Record-keeping and writing techniques.

- Ability to:
 - Analyze data and make recommendations
 - Analyze situations accurately and adopt effective courses of action.
 - Communicate effectively both orally and in writing.
 - Coordinate program activities and services with other site, district and community programs.
 - Bring together information and people from diverse areas in order to develop cooperative initiatives and training.
 - Direct, supervise, train and evaluate personnel.
 - Establish and maintain effective working relationships with others.
 - Evaluate the skills of Sign Language Interpreters, Captioners, Educational Transcribers.
 - Maintain records and prepare reports.
 - Meet schedules and time lines.
 - Perform program support functions such as administering contracts and coordinating facility use to meet technology requirements of service delivery.
 - Plan, organize and supervise communication access in the classroom.
 - Translate from English to A.S.L. and from A.S.L. to English in a variety of situations.
 - Update and maintain web forms and related documents.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.

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- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A