



Classification Title: Assistant Program Coordinator – Interpreting Services

Department:	Disability Resource Center	EEO6 Code:	3
Employee Group:	Classified	Salary Grade:	33
Supervision Received From:	Director, Disability Resources	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Assists the Program Coordinator – Interpreting Services in planning, scheduling and coordinating the daily delivery of interpreting and real-time captioning services for Deaf and Hard-of-Hearing (D/HH) students, faculty and staff in classrooms and a variety of other settings; personally performs American Sign Language (ASL) interpreting services; and assists the Program Coordinator – Interpreting Services in performing assigned administrative tasks.

DISTINGUISHING CHARACTERISTICS.

The Assistant Program Coordinator – Interpreting Services is distinguished from Program Coordinator – Interpreting Services by the former's responsibility for assisting in developing and maintaining the master interpreter schedule and carrying out a variety of supportive administrative tasks for the work unit.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists in developing, maintaining and updating a semester-length interpreter master schedule based on anticipated student and other needs; serves as liaison between D/HH students, faculty and staff to advise on various accommodation options while providing appropriate interpreting and captioning services to meet the individual needs of D/HH students; provides input on matching students with interpreters based on needs and preferences; arranges for captioning services; rearranges interpreter assignments and calls in outside resources when required to meet service needs.
2. Enters and maintains data on D/HH students and their needs; records and tracks student "no shows" for arranged interpreting services; prepares warning and termination of service letters to students who have exceeded "no show" guidelines.
3. Coordinates the observation schedule for students in the District's ASL/Interpreter training program; arranges for student and faculty permissions and keeps all parties informed regarding observation schedule and processes.
4. Assists the Program Coordinator – Interpreting Services in performing a variety of administrative tasks; inputs student schedules and absences into the system; enters and processes interpreter timesheets and records of vacations and other absences; processes employment forms; monitors the number of days worked by hourly interpreters in accordance with District employment rules and regulations; makes parking arrangements for short-term employees and outside interpreter resources.

5. Performs ASL interpreting services in classroom and laboratory settings, for orientations, counseling appointments, assessment testing, field trips, theatrical productions and sporting events as well as for student-faculty meetings, professional development, employment matters, District ceremonies and other events.
6. Acts for the Program Coordinator – Interpreting Services in that individual's absence.

Marginal Functions:

1. Assists in mentoring students in the District's ASL/Interpreter training program.
2. Provides administrative support to Disability Resource Center staff.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of American Sign Language interpreting experience.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university with major coursework in education, sign language or a closely related field.

Licenses/Certificates:

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. Possession of or ability to obtain an appropriate, valid National Interpretation Certificate issued by the Registry of Interpreters for the Deaf (RID) by time of appointment.

Preferred Qualifications:

American Sign Language interpreting experience in an educational setting.

Knowledge of:

1. Advanced ASL interpretation and application techniques, including special sign vocabularies required for varied academic disciplines.
2. Current developments, trends and techniques in the field of interpreting utilized both for Deaf and Hard-of-Hearing individuals.
3. Federal, state and local laws, codes, rules, regulations and court decisions applicable to providing services to Deaf and Hard-of-Hearing individuals, including the Americans with Disabilities Act and associated regulations.
4. Proper ethical conduct as outlined in the National Association of the Deaf-Registry of Interpreters for the Deaf (NAD-RID) Code of Professional Conduct with an emphasis on the appropriate role of an interpreter in an educational setting.
5. Values, behaviors and language of American Deaf culture.
6. Use and operation of various assistive devices for Deaf and Hard-of-Hearing individuals.
7. Modern office practices, procedures and equipment including computers and applicable software programs.
8. Basic conflict resolution methods and techniques.
9. Principles and practices of sound business communication including correct English usage, spelling, grammar and punctuation.

Skill in:

1. Interpreting proficiently in both voice-to-sign and sign-to-voice modes while accurately conveying the thought, intent and spirit of speakers.
2. Analyzing situations accurately, evaluating alternatives and adopting effective courses of action.
3. Organizing, setting priorities and exercising sound independent judgment within areas of assigned responsibility.
4. Interpreting, applying and explaining policies and procedures relevant to assigned areas of responsibility and reaching sound decisions.
5. Communicating clearly and effectively, both orally and in writing.
6. Preparing clear, concise and accurate reports, correspondence and other written materials.
7. Operating a computer, enterprise software and other standard office equipment.
8. Organizing and maintaining specialized files.
9. Maintaining confidentiality of student files and records.
10. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
11. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
12. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office and classroom conditions and has extensive contact with D/HH students, faculty and staff.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk rapidly to varied locations throughout the day; stand or sit for prolonged periods of time and use both hands while interpreting.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.