

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### COORDINATOR – DEAF SERVICES/INTERPRETER

Salary Range 21

#### BASIC FUNCTION:

Under the direction of the Director of Office of Students with Disabilities, recruit, and train classroom interpreters; assign and review the work of interpreters; perform duties of a sign language interpreter, coordinate services for deaf students and Antelope Valley College employees.

#### REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Provide sign language and oral interpreting services for deaf and hard of hearing students and Antelope Valley College employees. (E)
- Send notetaker requests and orientation flyers to instructors.
- Assign interpreters; prepare schedules; review timesheets and maintain tracking logs. (E)
- Coordinate interpreter evaluations; recruit candidates to be evaluated. (E)
- Coordinate training; conduct workshops and maintain/update the Interpreting Handbook as needed. Conduct monthly interpreter meetings. (E)
- Remain current on developments, trends and techniques in the interpreting field. (E)
- Following the Registry of Interpreters for the Deaf (RID) Code of Ethics, professionally and confidentially perform specialized work in providing a variety of interpreting services for deaf and hard of hearing students and Antelope Valley College employees. (E)
- Interpret or transliterate class lectures and other presentations from English to American Sign Language or Conceptually Accurate Signed English (CASE) or by oral interpreting. Sign to voice or simultaneous communication (sim-com) interpreting when appropriate. (E)
- Interpret at other events such as field trips, student-teacher conferences, special meetings and other co-curricular activities. (E)
- Provide platform interpreting at college-sponsored special events such as graduation. (E)
- Provide training and mentoring to interpreters. Serve as a resource for interpreters for vocabulary and other interpreting-related questions. (E)
- Meet periodically as needed with deaf students to discuss the quality of their services; make recommendations to resolve any conflicts they may be having. (E)
- Provide walk-in deaf services as needed.
- Provide substitute interpreting when needed. (E)
- Perform related duties as assigned.

#### KNOWLEDGE OF:

Interpreting skill level required for various college-level courses

Appropriate support services for deaf and hard of hearing students and employees

RID Code of Professional Conduct

Expressive and receptive modes of manual communications including, but not limited to, American Sign Language, Conceptually Accurate Signed English, Oral Interpreting and Sign to Voice Interpreting.

Technical and professional signs and vocabulary used in a college setting.

Correct English usage and grammar

Cultural and social aspects of deafness

Repetitive motion injuries and the appropriate exercises to prevent them.

Technical and working knowledge of a variety of assistive listening devices, real time captioning, and C-Print

Specialized vocabulary, terminology, and basic information in a variety of subjects taught at the college level.

**ABILITY TO:**

Provide sign language and interpreting services to college students and Antelope Valley College employees  
Develop and coordinate complex schedules for interpreters  
Communicate effectively both orally and in writing  
Operate standard office equipment-including a TDD and URS equipment  
Establish and maintain effective working relationships with others  
Foster a team working environment  
Provide supportive guidance and training to others  
Work in front of large crowds  
Plan and organize work to be able to effectively meet timelines  
Work independently and confidentially.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to an Associate's degree in Deaf Studies, Interpreter Training, education, or related field; and current certification. Two years increasingly responsible office or program coordination experience may be substituted for one year of college course work.

**LICENSES AND OTHER REQUIREMENTS**

One or more of the following: NAD Level IV certification RID, ACCI certification, NIC, CI/CT, Educational Interpreter Performance Assessment (EIPA) or equivalent from another state.  
Some positions in this classification may require the possession of a valid California driver's license.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Coordinate the work of interpreters.

**CONTACTS:** Co-workers, other departmental staff, student workers, and students.

**WORKING CONDITIONS**

Classroom and office environment and possible outside events  
Driving a vehicle to conduct work as required by position  
Work schedule may vary from semester to semester depending on student need and enrollment patterns and may include evenings and split shifts.

**PHYSICAL DEMANDS**

Sitting for extended periods of time  
Occasional standing for extended periods of time  
Repetitive hand motions.