CLASS TITLE:  COUNSELOR ASSISTANT/DSPS/INTERPRETER

BASIC FUNCTION:

Under the direction of the Coordinator, Disabled Student Programs and Services, assist in the recruitment, orientation, and advisement of students with disabilities; interpret and translate English to sign language; assist in program relations with the community, public and private agencies including providing information on the resources and assistive devices available to students with disabilities.

REPRESENTATIVE DUTIES:

Assist counselor and instructors with the orientation and college registration of students.  
Assist counselors and the Coordinator with outreach to students with disabilities for the purpose of promoting access to the programs and activities of the college.  
Coordinate and implement services and instructional support for students with disabilities; arrange sign language interpreters, note takers and tutors as needed.  
Interpret in instructional settings using American Sign Language.  
Recruit, hire, train, provide work direction and evaluate interpreters, tutors and note takers; maintain work schedule for support staff and identify substitute interpreters as necessary.  
Coordinate recruitment and liaison activities between the department and various public and private agencies.  
Assist program faculty, counselors, coordinators and administrators with the development and implementation of special projects.  
Provide information to students with disabilities on the resources, assistive aids and services available; instruct students in the proper operation of specialized equipment; arrange for equipment loan.  
Maintain records and prepare reports as required, including inventory of equipment; research and acquire college textbooks in alternative formats.  
Coordinate accommodated testing and provide input to others on specialized support services, as necessary.  
Assist counselors with the development of individual student educational contracts per Title V.  
Assist in planning continued services, special programs and activities for students with disabilities.

Established October 2000
COUNSELOR ASSISTANT/DSS/INTERPRETER (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Resources and services of Disabled Student Programs and Services
- American Sign Language, including special signs used in educational settings
- Role of interpreter in an educational setting
- Values, behavior and language of the American Deaf culture
- Special needs of students with disabilities
- Assistive technology as used in universal access for students with disabilities
- Applicable sections of Title 5 and other pertinent legal mandates
- Code of Ethics – Registry of Interpreters for the Deaf (RID)
- Basic college policies and procedures
- Recruiting and outreach strategies
- Data collection and record-keeping systems
- Marketing and promotional skills
- Interpersonal communication skills
- Organization and planning skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Special needs of culturally diverse and underrepresented students

ABILITY TO:

- Relate to, understand and work effectively with students of varying degrees of disability
- Organize, plan, direct, and implement comprehensive programs and services related to students with disabilities
- Provide effective assistance to students with disabilities
- Demonstrate proficiency in interpreting between English and American Sign Language
- Communicate resource, policy and procedure information to students, faculty and other staff
- Operate and instruction in assistive technology and specialized equipment
- Communicate effectively both orally and in writing
- Work cooperatively with others
- Work with a culturally diverse population (including a wide range of disabilities)
- Work independently with little direction
- Train, supervise and evaluate assigned personnel
- Maintain records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in Interpreting, Deaf Studies, Education, Special Education, Psychology, Liberal Studies, or other related field and three years of full-time interpreting work experience.

LICENSES AND OTHER REQUIREMENTS:

Certificate from Registry of Interpreters for the Deaf, National Association of the Deaf (Interpreter Level 3 or above), or equivalent state certification within six months of employment.
COUNSELOR ASSISTANT/DSS/INTERPRETER (continued)

WORKING CONDITIONS:

ENVIRONMENT:

College office and instructional environment
Frequent interruptions and interaction with students, staff and the public

PHYSICAL ABILITIES:

Ability to communicate in a variety of methods
Ability to navigate the campus independently
Repetitive hand motions used in signing
Visual acuity to see and understand ASL