VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISABLED STUDENT SERVICES SPECIALIST / INTERPRETER

BASIC FUNCTION:

Under the direction of the Coordinator, Disabled Student Programs and Services, coordinate and implement services for students with disabilities; interpret and translate sign language; provide information on the resources and equipment available to students with disabilities.

REPRESENTATIVE DUTIES:

Coordinate and implement services and instructional assistance for students with disabilities; provide students with interpreters, note takers and assistants in mainstream classes as necessary; arrange for mobility assistance and special equipment loans for students with disabilities as needed.

Interpret and translate sign language in classrooms, labs, tutoring sessions, and counseling appointments for students with hearing impairments; coordinate and schedule other interpreters for students as necessary.

Provide information on the resources, equipment, supplies and services available to students with disabilities, particularly students with hearing impairments; instruct students in proper operation of specialized equipment; sign equipment and supplies out to students as needed; monitor return of equipment.

Recruit, hire, train, provide work direction and evaluate interpreters.

Maintain daily, weekly and monthly work schedule for interpreters; identify substitute interpreters as necessary.

Maintain various records and prepare reports as required, including entering student contacts in computer.

Explain to others the needs and characteristics of individuals with hearing impairments, sign language interpreting and deaf culture.

Assist in identification and recruitment of students with disabilities.

Maintain inventory of equipment; order equipment and supplies as needed.

Operate a variety of equipment and machinery such as electric wheelchairs, vans, computers, copy machines, audio-visual and recording equipment.

Assist with general office duties, as needed.

Perform related duties as assigned.

Revised November 2003
Established July 1998
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Resources and services of Disabled Students Programs and Services
- American Sign Language, including special signs used in the educational field
- Role of interpreter in an educational setting
- Values, behavior and language of the American deaf culture
- Applicable sections of State Education Code and disability laws
- Special needs of students with disabilities
- Interpersonal skills using tact, patience and courtesy
- Oral and written communications skills
- Technical aspects of field of specialty
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Record-keeping techniques
- District organization, operations, policies and objectives
- Code of ethics - Registry of Interpreters for the Deaf (RID)
- Computer literacy

ABILITY TO:

- Relate to, understand and work effectively with students of varying types and degrees of disability
- Coordinate and implement programs and services for students with disabilities
- Provide effective instructional assistance to students with disabilities
- Demonstrate proficiency in interpreting between English and American Sign Language
- Operate and instruct in the proper operation of a variety of specialized equipment and machinery
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Communicate effectively orally, in writing, and in sign language
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Meet schedules and time lines
- Plan and organize work
- Train, supervise and evaluate assigned hourly and student personnel, including mentoring of
  sign language interpreters
- Assign and review the work of others
- Maintain records and prepare reports
- Interpret classes at the post secondary level in a variety of subjects

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of and two years of demonstrated experience in working with persons with disabilities including providing interpreting services for the hearing impaired.

LICENSES AND OTHER REQUIREMENTS:
RID Certificate, or NAD Level 3 (or higher), or equivalent state certification within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

College office and instructional environment

PHYSICAL ABILITIES:

Repetitive hand motions used in signing