

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAF AND HARD OF HEARING SERVICES SPECIALIST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, the Specialist will be a sign language interpreter who provides a variety of specialized signing services for the Disabled Students Program and Services and its deaf and hard of hearing participants; assist in coordination and scheduling of services and activities for the deaf and hard of hearing; provide work direction and guidance to sign language interpreters.

REPRESENTATIVE DUTIES:

Perform a variety of specialized signing services (both sign-to-voice and voice-to-sign) for Victor Valley College and its deaf and hard of hearing participants. *E*

Maintain accurate records and contact log for signing services. *E*

Maintain a collaborative and integrated approach with public and private organizations that support the deaf community. *E*

Assist in the coordination of a variety of specialized signing services and activities for deaf and hard of hearing students with the DSPS staff; assist in class and test scheduling. *E*

Prepare a variety of specialized materials (flyers, brochures, etc.) to advertise signing services and explain procedures for securing a sign language interpreter; explain process and format of specialized signing services. *E*

Coordinate with the area administrator and outside agencies to evaluate proficiency in sign languages; score and maintain records of sign language tests; make recommendations for service to the area administrator. *E*

Operate a personal computer to notate files for new and continuing students as required by California Community Colleges, Title V mandates, and eligibility determination.

Perform a variety of administrative support activities; maintain student files and assure accuracy and confidentiality; distribute contact letters and progress update requests for individual students. *E*

Communicate frequently with students to assure understanding of schedules and program services and to assist with a variety of personal and academic concerns with the DSPS specialists and counselors. *E*

Attend conferences, workshops, seminars and other programs as directed. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language and other Signing Dialects used in the educational field.
Evaluation techniques used in classifying interpreters.
Principles and practices of work direction and training.
Values, behaviors, language and effective interpersonal and intrapersonal communication skills of the American Deaf Culture.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Operations of a computer terminal and data entry techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
TTY and other techniques, hearing impaired and Deaf etiquette.
Effective interpersonal communications skills.

ABILITY TO:

Demonstrate a high proficiency in both voice-to-sign and sign-to-voice interpreting skills.
Communicate effectively to students and other individuals of diverse physical and learning disabilities, and diverse cultural and socio-economic backgrounds.
Communicate effectively both orally and in writing, and in sign language.
Operate a computer terminal to enter data, maintain records and generate reports.
Communicate subject matter in a clear and accurate manner.
Exercise patience, tact and sensitivity with students.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Work confidentially with discretion, work independently with little direction.
Understand and follow oral and written directions, read, apply and explain rules, regulations, policies and procedures.
Train and provide work direction to sign language interpreters.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree, and NAD or RID certification, and a minimum of two years experience interpreting for the deaf and hard of hearing at a college or for a public agency.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor Environment:

While performing the duties of this job the employee is required to perform light lifting above the shoulders and head; finger dexterity to sign and operate a computer terminal and other office equipment in a rapid and accurate manner. Incumbent may be exposed to dissatisfied, disruptive or abusive individuals.