

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Interpreter Coordinator	Range: 45	Classified Schedule
Date Revised:		Date Approved:	November 10, 2015

PRIMARY PURPOSE

Under general direction, oversees and coordinates interpreting services and activities for hearing impaired students. Recruits, selects, assigns and evaluates the work of interpreters and captionists providing interpretation services; serves as liaison on issues pertaining to hearing impaired students and interpretation services.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Oversees and coordinates interpreting services and activities for hearing impaired students.
2.	Recruits, selects, mentors, schedules and assesses interpreter staff for all interpreting activities.
3.	Provides direction to interpreters; establishes schedules and methods for providing interpreting services; performs interpreting services for students in the educational environment.
4.	Develops opportunities to facilitate skill development for interpreters and captionists; conducts related workshops and in-services; prepares and delivers presentations as needed.
5.	Conducts orientations for new hearing impaired students; assesses deaf and hard-of-hearing student accommodation needs and schedules services accordingly; responds to and resolves issues related to interpreting services.
6.	Serves as liaison to other departments, faculty, external agencies and professional organizations; serves as contact on issues pertaining to hearing impaired students.
7.	Performs a variety of administrative support activities; maintains student files and assures accuracy and confidentiality; distributes contact letters for individual students.
8.	Assists in development of annual interpreting budget, planning, and control of budget; monitors expenditures.
9.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

WORKING RELATIONSHIPS

The Interpreter Coordinator maintains frequent contact with co-workers, counselors, faculty, students, various departments and outside agencies.

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EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited institution with major course work in education, sign language or a related field and three years of increasingly responsible American Sign Language interpreting experience within a post-secondary educational setting.

Completion of Interpreter Training Program certification from an accredited institution.

Possession of, or ability to obtain, an appropriate valid National Interpreter Certification issued by the Registry of Interpreters for the Deaf or California State recognized certification is highly desirable.

Demonstrated 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic operations, services and activities of an interpretation services program.

Knowledge of American Sign Language and sign vocabulary used in an educational setting.

Knowledge of RID Professional Code of Conduct.

Knowledge of deafness and its effect on language development in deaf and hard-of-hearing individuals.

Knowledge of specialized equipment used to communicate with deaf and hard-of-hearing individuals.

Knowledge of applicable sections of State Education Code and other applicable laws.

Knowledge of local, State and Federal laws applicable to assigned programs.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Knowledge of modern office practices, procedures and equipment.

Ability to coordinate and direct interpretation services.

Ability to recommend and implement goals and objectives for providing interpretation services.

Ability to perform interpreting services for deaf and hard-of-hearing faculty and students.

Ability to select, schedule and evaluate the skills of interpreter staff.

Ability to operate and train staff in the use of technical devices for deaf and hard-of-hearing individuals.

Ability to sign and voice effectively using oral and manual forms of communication.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate research project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to prepare budgets and financial reports.

Ability to compile, organize, and analyze statistical data.

Ability to understand scope of authority in making independent decisions.

Ability to plan, organize and prioritize work.

Ability to meet schedules and time lines.

Ability to work independently with little direction.

Ability to understand and follow oral and written directions.

Ability to communicate efficiently both orally and in writing.

Ability to supervise, train and provide work direction to others.

Ability to establish and maintain effective working relationships with others.

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SPECIAL REQUIREMENTS

May require a Valid California Driver's License

WORKING CONDITIONS

College or District indoor office environment and outdoor environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities. Dexterity of hands and fingers to interpret for students who are deaf or hard-of-hearing. Continuous use of elbows, shoulders, neck, back, lips and/or jaw.