



JOB TITLE: LEAD INTERPRETER SPECIALIST

Classification: Classified
Salary Range: 34

Retirement Type: PERS*
Board Approved: December 18, 2000

BASIC FUNCTION:

Under the direction of the Director of the Special Resources Center and in conjunction with the counselor/deaf specialist, interpret, provide work direction and dispatch services of sign language interpreters, computerized note takers, oral interpreters for deaf and hard of hearing students attending the college.

REPRESENTATIVE DUTIES:

Recruit, evaluate and provide work direction interpreters for post-secondary classroom and college milieu.

Work closely with counselor and/or deaf and hard of hearing specialist.

Conduct in-service training of hourly and staff interpreters.

Provide classroom interpreting and substitute interpreting throughout the school year.

Provide substitute interpreting for on-call emergency interpreting, as the need arises.

Coordinate and assign work schedules for hourly interpreters, note-takers, and computerized note takers.

Identify and resolve problems as they relate to students and classroom support service.

Mentor novice interpreters for professional growth.

Coordinate and assign interpreters for the deaf and hard of hearing employees of El Camino.

Coordinate and assign work schedules for hourly interpreters, note takers, and computerized note takers.

Coordinate activities to meet ADA compliance.

Attend staff meetings of the Special Resources Center.

Review payroll and time sheets for hourly staff.

Plan and conduct support service orientation for new deaf and hard of hearing students.

Write and provide reports as needed.

Evaluation and update policy and procedures handbook.

Review and implement academic intervention plans.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years of college-level course work in interpreter training and two years experience in scheduling and providing work direction to interpreters in an educational setting.

Knowledge/Areas of Expertise:

American Sign Language and other Sign Systems

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

Abilities/Skills:

Evaluate the needs of the deaf individual and match support service.

Perform basic work processing, data base and spread sheet computer programs.

Provide work direction

Schedule workloads.

WORKING CONDITIONS:

Student Services Office environment.

Frequent interaction with students, faculty and staff.

Long periods of standing or sitting.

Visual acuity to facilitate the interpretation process.

Dexterity of hands and fingers for clarity in sign usage.

Hearing acuity in normal speech ranges.

Lift up to 15 lbs.

Occasional travel to meeting.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.