INTERPRETER COORDINATOR

Under general direction, oversees and coordinates campus-wide interpretation services and activities for deaf and hard of hearing students; recruits, selects, assigns and evaluates the work of interpreters and captionists providing interpretation services; serves as department liaison on issues pertaining to deaf and hard of hearing students and interpretation services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Interpreter Coordinator is responsible for overseeing and coordinating campus-wide interpretation services and activities for deaf and hard of hearing students, including recruiting and evaluating the work of interpreters and captioners, assisting deaf and hard of hearing students, providing interpretation services and serving as department liaison on issues pertaining to deaf and hard of hearing students and interpretation services. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Interpreter Coordinator is distinguished from Interpreter in that an incumbent in the former class is responsible for overseeing and coordinating the provision of District-wide interpretation services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Oversees and coordinates campus-wide interpretation services and activities for deaf and hard of hearing students; recruits, selects, mentors, schedules and evaluates interpreter staff for various interpretation activities, such as classroom, counseling, tutoring, student life and commencement; provides training and technical direction to interpreters; establishes schedules and methods for providing interpretation services; performs interpreting services for students in the educational environment, as required.

2. Provides information and advises students regarding the various interpretation services provided; organizes and hosts pre-registration meetings for new and returning students; assists students in completing registration forms and applications; conducts orientations for new deaf and hard of hearing students; assesses student abilities to determine student interpretation and related service needs and schedules services accordingly; provides disability-related counseling to students; assists students in selecting and scheduling classes; responds to and resolves student-interpreter issues.
3. Recommends and assists in the implementation of interpretation services goals and objectives; implements interpretation services policies and procedures; monitors program performance; recommends and implements modifications to interpretation systems and procedures; maintains awareness of new developments in the field of interpretation services; incorporates new developments as appropriate into programs.

4. Serves as department or District liaison to other departments, faculty, external agencies and professional organizations; responds to inquiries and requests regarding District interpretation services; serves as contact on issues pertaining to deaf and hard of hearing students and interpretation services; attends departmental and staff meetings; serves on District committees; provides interpretation services and training for hearing faculty as needed; collaborates with other community colleges and universities to improve interpretation services program; performs outreach activities to Long Beach Unified School District.

5. Reviews DSPS hourly employees’ timesheets, records DSPS faculty absences/overloads and enters related information into computer payroll/timekeeping system.

QUALIFICATIONS

Knowledge of:
1. Operations, services and activities of an interpretation services program.
2. Principles and practices of program development and implementation.
4. National Registry of Interpreters code of ethics and professional tenets.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Use and operation of various assistive devices for the deaf and hard of hearing.
7. Modern office procedures, methods and equipment.
8. Uses and operations of a computer and standard business software including word processing and spreadsheets.
9. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. Learning strategies and paradigms related to deaf language acquisition.

Ability to:
1. Coordinate and direct interpretation services.
2. Recommend and implement goals and objectives for providing interpretation services.
3. Perform advanced interpreting services for deaf and hard of hearing faculty and students.
4. Select, schedule and evaluate the skills of interpreter staff.
5. Operate and train staff in the use of technical devices for the deaf and hard of hearing.
6. Understand, apply and reach sound decisions in accordance with District and department policies and procedures.
7. Communicate clearly and concisely, both orally and in writing.
8. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
9. Operate computer using word processing, spreadsheet and other business software.
10. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with District management, faculty, staff, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in education, sign language, or a closely related field; and at least three years of increasingly responsible American Sign Language interpretation experience preferably within an educational setting; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

Possession of, or ability to obtain, an appropriate, valid National Interpretation Certificate issued by the National Registry of Interpreters for the Deaf or California State recognized certification.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment and perform sign language interpreter services; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.
Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, faculty, staff, students, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office or classroom conditions and the noise level is usually quiet.