

**Santa Monica Community College District  
Personnel Commission  
Deaf and Hard of Hearing Services Coordinator**

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**CONCEPT OF THE CLASS**

The position in this classification coordinates and schedules sign language services for the deaf and hard of hearing students and oversees the daily activities of the sign language services.

**DISTINGUISHING CHARACTERISTICS**

The **Deaf and Hard of Hearing Services Coordinator** is responsible for interpreting at all academic levels as well as coordinating, and scheduling the deaf and hard of hearing services to the Sign Language Interpreter I, II, & III's.

The **Sign Language Interpreter I** classification is responsible for interpreting non-technical to moderately technical lecture content in classes such as typing, computers, lower-level English, and art.

The **Sign Language Interpreter II** is responsible for interpreting higher-level lecture content in classes such as business, mathematics, and upper-level English.

The **Sign Language Interpreter III** is responsible for interpreting classes requiring more specialized signs, such as science, history, and psychology.

**ESSENTIAL DUTIES**

Coordinates and schedules sign language services for the deaf and hard of hearing students.

Assesses the needs of deaf and hard of hearing students and assigns interpreters to assist them by matching interpreter's abilities with the needs of the students.

Interprets/translates classroom lectures simultaneously; facilitates communication between deaf and hard-of-hearing students and faculty, staff and students in classrooms at all levels, meetings, activities, and emergencies on campus. Participates in team interpreting situations.

Assigns real-time captioners, c-print captionists, assistive listening devices, and other services to hard of hearing or deaf students.

Prepares payroll timesheets for interpreters and exam proctors.

Develops and distributes program materials outlining proctoring services to deaf and hard of hearing students.

Assists with general office functions in the Disabled Students Office.

Prepares service usage reports each semester.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**

***Supervision Received:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Supervision Exercised:***

Positions in this classification serve in a lead capacity to the following classifications: Interpreter Trainee, Sign Language Interpreter I, Sign Language Interpreter II, and Sign Language Interpreter III.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of American Sign Language (ASL), Signed English, SEE.

Knowledge of generally accepted interpreting principles, procedures and techniques.

Knowledge of registry of Interpreters for the Deaf (RID) Code of Ethics.

Knowledge of appropriate roles and individual responsibilities relating to interpreting for deaf and hard-of-hearing persons.

Knowledge of providing legally required services in compliance with Americans with Disabilities Act (ADA).

Knowledge of services for deaf and hard of hearing students such as: interpreters, note-takers, assistive listening devices, oral interpreting and real-time captioning.

Knowledge of record keeping procedures.

Knowledge of effective oral communication with students, instructors, faculty and staff.

Knowledge of modern office practices and procedures.

Knowledge of computer input and retrieval.

Ability to assess student needs and assign sign language interpreters.

Ability to interpret using American Sign Language.

Ability to train and coordinate sign language interpreters.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Ability to interpret/transliterate messages spoken by hearing people into American Sign Language or signed English.

Ability to interpret by translating higher-level technical academic material requiring specialized sign Language vocabulary for high level technical academic materials utilizing highly proficient English and/or American Sign Language (ASL), used in such classes as Psychology, Business, Science, and History, on Districts' skills performance evaluation examination.

Ability to interpret/transliterate messages signed by deaf or hard of hearing students into grammatically correct English sentences.

Ability to follow the Registry of Interpreters for the Deaf Code of Ethics.

Ability to assess individual situations to determine the needs of each deaf or hard of hearing students, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself.

Ability to learn to use a variety of office equipment to assist students with disabilities.

**MINIMUM QUALIFICATIONS****Education Requirement:**

Associate of Art's Degree in Psychology, Liberal Arts, Education or related field.

**Experience Requirement:**

Three (3) years of full time paid experience interpreting for the deaf and hard of hearing using oral and manual forms of communication, with at least one (1) year of experience monitoring and assigning work to other staff.

**Education/Experience Equivalency:**

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

**Licensure and/or Certification:**

Proof of the National Association of the Deaf (NAD) certificate at Level 5 or Registry of Interpreters for the Deaf (RID) Certificate of Interpretation (CI) is desirable.

**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.

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

**Job Family:** Instructional Support (Student Services/Classroom)

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** 11/09/06

**Class History:** Lead Interpreter for the Hearing Impaired

**Revision Date(s):** Hay Study 11/09/06