PALOMAR COMMUNITY COLLEGE DISTRICT

INTERPRETATION SERVICES COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To oversee and coordinate interpretation services and activities for hearing impaired students and faculty; to select and assigned interpreters for classroom interpretation services; and to perform a variety of administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Department Chair.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Oversee and coordinate interpretation services and activities for hearing impaired students and faculty; perform interpreting services both inside and outside of the classroom.

2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing interpretation services; implement policies and procedures.

3. Monitor program performance; recommend and implement modifications to systems and procedures.

4. Select and schedule part time interpreter staff for various classroom interpretation activities; maintain records of interpreter absences; organize an interpreter evaluation team to assess the skills and abilities of interpreters.

5. Respond to various inquiries and requests regarding the interpreter training program; advise students regarding the various interpretation services provided; resolve student-interpreter problems.

6. Conduct research and advise the District on the use of appropriate video and audio equipment and interpretive aids in support of interpretation services.

7. Work with interpreter training program for the practical placement of interpreter interns within the college.
8. Provide training for interpreters at the main campus and various education centers in the operation of the Telecommunication Device for the Deaf (TDD).

9. Promote and coordinate specific interpretation services and activities; prepare program marketing material including flyers, pamphlets and brochures.

10. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.

**Marginal Functions:**

1. Maintain awareness of new developments in the field of interpretation services; incorporate new developments as appropriate into programs.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Basic operations, services and activities of an interpretation services program.
- Principles and practices of program development and implementation.
- Advanced interpretation and application techniques of American Sign Language.
- Use and operation of various devices for the hearing impaired.
- Basic procedures, methods and techniques of budget preparation and control.
- Modern office procedures, methods and equipment including computers.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Coordinate and direct interpretation services.
- Recommend and implement goals and objectives for providing interpretation services.
- Perform advanced interpreting services for hearing impaired faculty and students.
- Select, schedule and evaluate the skills of part time interpreter staff.
- Operate and train staff in the use of technical devices for the hearing impaired.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible American Sign Language interpretation experience preferably within an educational setting.
Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in education, sign language or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and classroom environment; extensive contact with hearing impaired students and faculty.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; use of hands for the interpretation of sign language.