

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Interpreter Specialist

BASIC FUNCTION: Under the supervision of the area Dean, arranges classroom interpreting for hearing impaired students; provides in-service training for interpreters; handles inquiries; and provides general information regarding disabled student services and interpreting services at Riverside Community College District.

PROVIDES WORK OR LEAD DIRECTION TO: Support Services Specialist Aides and Short-Term employees

REPRESENTATIVE DUTIES:

1. Coordinates and schedules interpreting assignments for part-time interpreters, taking into consideration each interpreter's skill and experience in the different subject areas.
2. Assists hearing-impaired students in scheduling counselor recommended classes each semester.
3. Recruits and evaluates prospective interpreters for the Hearing-Impaired Program; assists in the supervision of interpreters; plans and implements evaluation procedures; and verifies part-time interpreter hours.
4. Provides orientation for newly hired interpreters and in-service workshops for part-time hourly interpreters.
5. Transliterates classroom lectures and other presentations as required.
6. Assists in the monitoring of tutorial services provided by part-time interpreters.
7. Assists in the orientation and registration for hearing impaired students.
8. Assists as a liaison between campus and community agencies serving the hearing impaired.
9. Proctors course examinations for hearing impaired students as necessary, working closely with instructors to provide reasonable accommodation for the disability.
10. Assists with special projects.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent and 60 or more semester units (or quarter equivalent) of college course work, from an accredited institution are required. A bachelor's degree from an accredited institution is desired.

EXPERIENCE: Three years of interpreting experience in an educational setting; high proficiency in interpreting American Sign Language and Manually Coded English; highly skilled in both expressive and receptive sign systems are required. Experience in supervising, scheduling, and evaluating interpreters is desired.

LICENSES/CERTIFICATIONS: Registry of Interpreters for the Deaf Certification is required within six months of hire.

KNOWLEDGE OF: The Registry of Interpreters for the Deaf Code of Ethics.

ABILITY TO: Develop and maintain effective working relationships in the course of work-related assignments; demonstrate empathy and sensitivity to the exceptional characteristics of persons with various degrees of disabilities.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, and other school districts.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers for long periods of time.

WORKING CONDITIONS: Interpretive environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.