

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Senior Interpreter

BASIC FUNCTION: Under the supervision of the area administrator, 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. Possesses thorough knowledge of English, American Sign Language and other sign systems and knowledge of special communications needs of hearing-impaired persons in order to effectively interpret between deaf, hard-of-hearing, and hearing individuals in the post-secondary setting.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Provides interpretation in any and all student related functions in the post-secondary setting, on and off campus.
2. Recruits and evaluates prospective interpreters for the Hearing-Impaired Program; assists in the supervision of interpreters; plans and implements evaluation procedures.
3. Provides recommendations for DHH Allocation Budget Model.
4. Maintains records of interpreted hours, inputs sub requests, and documents student no-shows.
5. Schedules hourly interpreters/captioners for classes in collaboration with senior interpreters at other colleges.
6. Mentors and/or observes new hourly interpreters.
7. Organize and facilitate of hourly interpreter training sessions.
8. Completes Intake interviews for new DSPS students accruing essential and critical information for enrollment in the Disabled Student Programs and Services.
9. Answers phones, schedules appointments, files, answers questions and concerns regarding registration, schedule adjustments- adds/drops, high-tech center coverage, etc.
10. Completes and assists in maintaining student file contract logs and accommodations database, Student Educational Contracts and self-evaluations.
11. Collaborates with senior interpreters at other colleges to develop, maintain and update interpreter handbook as necessary.
12. Assists as a liaison between campus and community agencies serving the hearing impaired.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent. 60 or more semester units (or quarter equivalent) of college course work from an accredited institution OR an associate's degree from an accredited institution is desired.

EXPERIENCE: A minimum of 4000 hours (three years) of documented interpreting experience preferably in an educational setting is required. Experience in supervising, scheduling, and evaluating interpreters is highly desired.

LICENSES/CERTIFICATIONS REQUIRED: Must possess state or national certification in interpreting or pass RCCD's interpreting evaluation, at the highest level.

KNOWLEDGE OF: Resources available to and from the deaf community to use one or more of the common sign systems such as MCE, ASL, or PSE. Vocabulary, terminology, and basic information in a variety of subjects as well as special vocabulary (English/ASL) and techniques used in interpreting professional/technical subject matter. Proficiency in Microsoft Access, Excel, Word, PowerPoint, and Outlook. The Registry of Interpreters for the Deaf Code of Professional Conduct (RID CPC). Awareness of specific DHH related mandates set by the ADA.

ABILITY TO: Expressively/Receptively interpret highly technical courses and other RCCD functions using American Sign Language and other signing systems most readily understood by the DHH consumer. Maintain confidentiality. Prepare reports, scheduling databases, and other materials. Establish and maintain effective working environments with students, staff, faculty, and community members.

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, instructors, students, interpreters, other departmental staff.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of upper extremities (especially hands/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.