

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Interpreter Apprentice

DEPARTMENT/LOCATION: Disabled Student Services (Moreno Valley College); Disability Resource Center (Norco College); Disabled Student Programs and Services (Riverside City College)

BASIC FUNCTIONS: By utilizing sign language receptively and expressively, facilitate communication between the Deaf student(s) and the hearing instructors/students/staff in less technical courses.

QUALIFICATIONS: Interpreter Apprentice is an entry level position. Applicants must have completed or are currently taking AML classes or will be taking them in the next semester. Must have basic knowledge of the R.I.D. Code of Professional Conduct and possess enough skill in expressive and receptive interpreting to pass the RCCD's interpreter evaluation process with a score of 13-18 for the receptive portion and 18-28 for the expressive portion. Interpreter Apprentice is eligible for evaluation in six months.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

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.