

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

POSITION TITLE: Interpreter I

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 slower paced Vocational or Academic courses.

QUALIFICATIONS: Interpreters at Level I generally have a minimum of one year interpreting experience, have knowledge of and an ability to apply the R.I.D. Code of Professional Behavior tenets, and pass the RCCD's interpreter evaluation process with a score of 19-23 for the receptive portion and 29-36 for the expressive portion.

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.