

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

**POSITION TITLE:** Interpreter IV (Certified Interpreter)

**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 highly Technical or Academic courses. May be asked to be a mentor to ASL students or incoming interpreters.

**QUALIFICATIONS:** Interpreters at Level IV must hold and maintain current RID/NAD Certification and must be able to submit proof of certification prior to employment and before every semester worked. The interpreter must possess the ability to interpret highly technical material with two or more years of experience working in the post-secondary setting preferred.

**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 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.