

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAF SERVICES COORDINATOR/ADVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, advise and assist deaf and hard of hearing students in achieving a successful education through communication access, assistance in complying with college policies and procedures and establishing goals and following requirements to meet those goals; coordinate the ASL interpreting program.

DISTINGUISHING CHARACTERISTICS:

The Deaf Services Coordinator provides lead work direction and coordination to individuals providing interpreting and related support services for Deaf and/or Hard-of-Hearing consumers. In addition, the Deaf Services Coordinator regularly performs interpreting services. Incumbents must possess skills comparable to or higher than those identified for an Interpreter II in order to effectively assess student needs, evaluate the language and interpreting skills of interpreters, in order to make successful matches between, students and interpreters.

REPRESENTATIVE DUTIES:

Provide academic advising to deaf and hard of hearing students; assist in matriculation, registration, class enrollment and financial aid activities; assist students with establishing goals and determining appropriate classes to meet those goals; interpret and explain college policies and procedures and instructor requirements. *E*

Meet with students to assess and determine communication needs in speech, lipreading, signs and fingerspelling; facilitate placement with an interpreter as appropriate. *E*

Refer students to tutoring and monitor progress. *E*

Coordinate the ASL interpreting program; recruit and hire staff; develop and monitor master interpreting schedule; adjust schedule for absences as needed; verify payroll reports; plan and facilitate continuing education for staff. *E*

Match students with interpreters and match interpreters with appropriate classes for skill level. *E*

Serve as liaison between the supportive services department, rehabilitation, ASL department and the deaf community; coordinate deaf awareness, deaf advocacy, fund-raising, deaf community and other activities. *E*

Respond to requests for information regarding deafness, interpreting, deaf education and other information from the hearing community. *E*

Assist in the preparation of statistical or narrative reports related to assigned activities; participate in budget preparation and administration as directed.

Proctor exams as assigned.

Attend a variety of meetings and workshops related to assigned activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language and sign systems.

The nature of deafness and deaf culture.

Role of the interpreter in an educational setting including appropriate ethical conduct.

Current developments, trends and techniques in the field of educational interpreting.

Principles and practices of academic advising.

Basic counseling techniques.

Principles and practices of training and providing work direction to others.

Principles and techniques of student interviewing.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills including tact patience and courtesy.

ABILITY TO:

Advise and assist deaf and hard of hearing students in achieving a successful education through communication access.

Coordinate and direct the ASL interpreting program.

Train and provide work direction to others.

Assign and review work.

Communicate with both deaf and hearing individuals.

Translate using manual and/or oral methods of communication.

Assist and advise students on academic matters.

Assess student needs and make appropriate referrals.

Interpret and apply administrative and departmental policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Learn and interpret community college curriculum, placement procedures, course prerequisites and general education requirements.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelors degree in a related field and four years of paid experience providing services to hearing-impaired individuals.

CERTIFICATION REQUIREMENT:

The Deaf Services Coordinator/Advisor must possess and maintain skills certification issued by the National Registry of Interpreters for the deaf (RID): Certification of Transliteration (CT) **or** Certificate of Interpretation (CI); **and/or** certification at Level 4 by the National Association for the Deaf (NAD) or American Consortium of Certified Interpreters (ACCI) certificate at Level 4 or higher, or National Interpreter Certification (NIC) certification. NAD certification at Level 5 is preferred.

Successful completion of an interpreting skills evaluation is required.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom or office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements:

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |
-
- a. 3 Ability to work at a desk, conference table or in meetings of various configurations.
 - b. 2 Ability to stand for extended periods of time.
 - c. 4 Ability to sit for extended periods of time.
 - d. 4 Ability to see for purposes of reading printed matter.
 - e. 4 Ability to hear and understand speech at normal levels.
 - f. 4 Ability to communicate so others will be able to clearly understand a normal conversation.
 - g. 3 Ability to bend and twist.
 - h. 1 Ability to lift 10 lbs.
 - i. 1 Ability to carry 10 lbs.
 - j. 2 Ability to operate office equipment.
 - k. 4 Ability to reach in all directions.