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**EL CAMINO COMMUNITY COLLEGE DISTRICT**

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| |  |  | | --- | --- | | Job Title: | Lead Interpreter Specialist | | Req: | C1415-035 | | Location: | ECC Campus | | Division | Special Resource Center/Health Sciences & Athletics | | Position Type: | Classified Staff | | Posting Close Date: | 03/23/2015 | |
| **JOB DESCRIPTION** |
| **BASIC FUNCTION:**  Under the direction of the Director of the Special Resources Center and in conjunction with the counselor/deaf specialist, interpret, provide work direction and dispatch services of sign language interpreters, computerized note takers, oral interpreters for deaf and hard of hearing students attending the college.  **REPRESENTATIVE DUTIES:**  Recruit, evaluate and provide work direction interpreters for post-secondary classroom and college milieu.  Work closely with counselor and/or deaf and hard of hearing specialist.  Conduct in-service training of hourly and staff interpreters.  Provide classroom interpreting and substitute interpreting throughout the school year.  Provide substitute interpreting for on-call emergency interpreting, as the need arises.  Coordinate and assign work schedules for hourly interpreters, note-takers, and computerized note takers.  Identify and resolve problems as they relate to students and classroom support service.  Mentor novice interpreters for professional growth.  Coordinate and assign interpreters for the deaf and hard of hearing employees of El Camino.  Coordinate and assign work schedules for hourly interpreters, note takers, and computerized note takers.  Coordinate activities to meet ADA compliance.  Attend staff meetings of the Special Resources Center.  Review payroll and time sheets for hourly staff.  Plan and conduct support service orientation for new deaf and hard of hearing students.  Write and provide reports as needed.  Evaluate and update policy and procedures handbook.  Review and implement academic intervention plans.  Perform related duties as assigned. |
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| **JOB QUALIFICATIONS** |
| **KNOWLEDGE AND ABILITIES:**  **KNOWLEDGE OF:**  American Sign Language and other Sign Systems.  Technical and working knowledge of a variety of assistive listening devices, real time captioning, and C-Print.  Specialized vocabulary, terminology, and basic information in a variety of subjects taught at the college level.  **ABILITY TO:**  Evaluate the needs of the deaf individual and match support service.  Perform basic work processing, data base and spread sheet computer programs.  Provide work direction.  Schedule workloads.  **EDUCATION AND EXPERIENCE**  Any combination equivalent to: two years of college-level course work in interpreter training and two years experience in scheduling and providing work direction to interpreters in an educational setting.    **DESIRABLE QUALIFICATION**  Registry of interpreters for the Deaf Certification or equivalency.  **WORKING CONDITIONS:**  Student Services Office environment.  Frequent interaction with students, faculty and staff.  Long periods of standing or sitting.  Visual acuity to facilitate the interpretation process.  Dexterity of hands and fingers for clarity in sign usage.  Hearing acuity in normal speech ranges.  Lift up to 15 lbs.  Occasional travel to meeting.  **SALARY RANGE:** $4,758 to $6,122 per month.  Employees contribute 6% - 7% of their earnings toward the Public Employees Retirement System (PERS).  **CONDITIONS OF EMPLOYMENT**  This position is designated as a full-time, twelve-month classified. Excellent fringe benefits include eight 32-hour workweeks during the summer. Assignment is 40 hours per week, Monday through Friday, hours will vary and may include evenings. Employment is contingent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. The selected candidate must provide identification and work authorization. Physical standards for this position are available for review in Human Resources.  **TO APPLY**  Applicants must submit the following documents by the closing date:  1) Online application: https://elcamino.igreentree.com/css\_classified  2) Resume - Resumes are NOT accepted in place of any part of the application and you should complete all sections of the application even if the entries duplicate information on your resume.  3) Pertinent transcript(s) in pdf format as stated in the job qualifications if applicant holds one. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE pdf document.  Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf  Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date.  Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.  If you should need assistance please call (310) 660-3593 Ext. 3807 or visit the office between 8:00 a.m. and 4:00 p.m., Monday through Friday.  Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).    **CLOSING DATE: Monday, March 23, 2015 at 3:00 p.m.** |