

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DSPS ASSISTANT/INTERPRETER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, provide a variety of specialized signing services for deaf and hard of hearing participants; act as a facilitator of communication between the hearing impaired and hearing person using total communication methods; provide general office and clerical support for DSPS; perform related work as assigned.

REPRESENTATIVE DUTIES:

Perform a variety of specialized signing services (both sign-to-voice and voice-to-sign) for the District and its deaf and hard of hearing participants. *E*

Perform interpreting assignments of varying difficulty; interpret for class instruction across the curricular offerings of the District; interpret at special events, including but not limited to curricular and co-curricular activities. *E*

Adhere to the Interpreter Code of Ethics as a guideline for professional conduct. *E*

Facilitate admission, assessment, registration, financial aid, accommodation, and general services for all disabled students. *E*

When not interpreting, provide general office and clerical support, and perform general operational support tasks for DSP&S, utilizing modern office equipment. *E*

Work collaboratively and cooperatively with, and provide support for, all programs and departments of the District to ensure success of all disabled students. *E*

Attend regular meetings of interpreters and DSP&S staff. *E*

Participate in District-provided in-service training; attend conferences, workshops, seminars and other programs as directed. *E*

Maintain a friendly and supportive environment for students, staff, and the public. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language and other signing dialects used in the educational field.

Values, behaviors, language and effective interpersonal and intrapersonal communication skills of the American deaf culture.

Resources available for the deaf community.

DSPS Assistant/Interpreter – Continued

Modern office practices, procedures and equipment.
Record-keeping techniques.
Operations of a computer terminal and data entry techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
TTY and other techniques, hearing impaired and deaf etiquette.
Effective interpersonal communications skills.

ABILITY TO:

Demonstrate a high proficiency in both voice-to-sign and sign-to-voice interpreting skills.
Perform reverse interpreting.
Communicate effectively to students and other individuals of diverse physical and learning disabilities, and diverse cultural and socio-economic backgrounds.
Communicate effectively orally and in writing, and in sign language.
Operate a computer terminal to enter data, maintain records and generate reports.
Communicate subject matter in a clear and accurate manner.
Exercise patience, tact and sensitivity with students.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Work confidentially and independently with discretion.
Understand and follow oral and written directions; read, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: One year (30 semester units) of college credit. National Association of the Deaf (NAD) or Registry of Interpreters for the Deaf (RID) or California Department of Rehabilitation certification, including a minimum of 600 hours experience interpreting for the deaf and hard of hearing.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor Environment:

While performing the duties of this job the employee is required to perform light lifting above the shoulders and head; possess finger dexterity to sign and operate a computer terminal and other office equipment in a rapid and accurate manner. Incumbent may be exposed to dissatisfied, disruptive or abusive individuals.

DSPS Assistant/Interpreter – Continued

Subject to variable working hours between 7 am and 10 pm Monday-Sunday.