Deaf Services/Access Center Instructional Associate

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate services for hearing impaired students to assure equal access to campus academic and extra-curricular activities according to State and federally mandated laws; interpret for hearing-impaired students; coordinate the Access Center.

REPRESENTATIVE DUTIES:

1. Coordinate services for hearing-impaired students to assure equal access to campus academic and extra-curricular activities according to State and federally mandated laws.

2. Coordinator and schedule interpreters for academic and vocational classes; match interpreter's skill level with student's needs for individual situations; locate and schedule interpreters for vocational courses, testing, tutorials and other appointments.

3. Provide registration services for hearing impaired students.

4. Serve as a liaison between interpreters and the Disabled Student Services Office as well as hearing-impaired students and the campus at large; communicate with hearing students, staff, faculty and administrators to increase awareness of hearing impaired students needs.

5. Provide expressive and receptive interpretation to hearing impaired student in the classroom through American Sign Language (ASL) as assigned; interpret counseling related matters as requested by counselors or hearing impaired students.

6. Document problems and mediate and develop solutions to various issues including interpreter misconduct, student non-compliance to policies and procedures, and student, interpreter and faculty conflicts.

7. Operate a computer, audio enhancer, teletypewriter and other equipment as assigned.

8. Monitor and maintain records related to budgetary expenditures.

9. Process time cards for tutors and interpreters; maintain a variety of files and records.

10. Initiate, coordinate and conduct student/interpreter meetings, student activities for the deaf and other activities as assigned.

11. Tutor students in utilizing computers, software, printers and adaptive devices as assigned; assist instructor in day-to-day operations of the Access Center; assist in development of individualized program for students.

12. Oversee the day-to-day operations of the Access Center computer lab including performing opening and closing procedures; perform lab equipment and facility maintenance as necessary.

13. Assist students with assignment concepts, operating systems, applications and equipment problems.
14. Establish and enforce lab rules and policies by monitoring lab utilization and communication with other faculty and staff.

15. Prepare and maintain documentation on lab procedures and operating systems usage.

16. Represent Deaf Services at appropriate meetings on campus.

17. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. American Sign Language and other modes of manual communication for hearing impaired individuals.

2. Applicable federal and State laws related to assigned activities.

3. Deaf culture.

4. District organization, operations, policies and objectives.

5. Operation of a computer and specialized equipment.

6. Policies and objectives of assigned program and activities.

7. Oral and written communication skills.

8. Interpersonal skills using tact, patience and courtesy.

9. Record-keeping techniques.

**ABILITY TO:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Coordinate services to hearing-impaired students to assure equal access to campus academic and extra-curricular activities according to State and federally mandated laws.

3. Interpret for hearing impaired students.

4. Develop schedules for interpreters.

5. Review interpreter and student performances.

6. Establish and maintain cooperative and effective working relationships with others.

7. Interpret, apply and explain rules, regulations, policies and procedures.

8. Communicate effectively both orally and in writing.
9. Prepare and maintain files and records.

10. Plan and organize work.

11. Utilize computers.

12. Utilize adaptive devices and software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in special education or related field and two years experience working with a wide variety of persons with disabilities.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor work environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to perform sign language and other interpretations.

3. Seeing to read various materials.

4. Sitting or standing for extended periods of time.

5. Reaching overhead, above the shoulders and horizontally.

DATE APPROVED: March 1, 1999

RANGE: N-45

EEO-CATEGORY: H-50