

Coordinator, Deaf and Hard of Hearing Services
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=123622>

Downloaded On: Jul. 19, 2019 7:30pm

Posted May 21, 2019, expired Jul. 19, 2019

Job Title	Coordinator, Deaf and Hard of Hearing Services
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	May 21, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/1463671

Apply By Email

Job Description

Coordinator, Deaf and Hard of Hearing Services

Position Number: 201314987

Department: ACCESS-DHH Services

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):

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Salary Range: A-95

Salary: Steps 1- 6, \$5,070 - \$6,471 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 05/02/2019

Initial Screening Date: 05/23/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on May 23, 2019, are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

College contributes \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the

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Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

Note Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

DEFINITION

Under general supervision, coordinates and oversees scheduling of interpreting and captioning services for deaf and hard of hearing (DHH) students for all classes, field trips, and campus events; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; fosters cooperative relationships with students, staff, hourly staff, and faculty.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Deaf and Hard of Hearing Services. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating services and/or operational function in providing services. Incumbents at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director. Successful performance of the work requires the knowledge of program/services and student population along with extensive student, faculty, and staff contact. This class is distinguished from other Program Coordinator classifications in that this position provides support specifically to deaf and hard of hearing students and requires fluency in American Sign Language (ASL) as well as knowledge of cultural aspects and norms of the deaf community.

Essential Duties/Major Responsibilities:

1. Oversees day-to-day activities within the Center for Deaf and Hard of Hearing Services, including scheduling student workers for staffing of front desk, supervision of student workers, addressing

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student behavior issues when needed, ordering and upkeep of equipment and supplies, and processing work orders on building maintenance and cleanliness as needed. Fluency in ASL is required to communicate with students and student workers.

2. Plans, organizes, and coordinates services including the scheduling of interpreters and captioners to meet the accommodation requests of deaf and hard of hearing students. Requests include classes, extracurricular assignments, and campus events.

3. Provides training, utilizes and maintains schedules using an external online scheduling system. Fields, prioritizes, and processes all schedule change notifications in English and American Sign Language via one-on-one meetings, emails, videos, and text messages.

4. Maintains records of interpreter, captioner, and student worker hours, pay, experience, and absences. Processes and verifies accuracy of all timesheets, travel forms, and miscellaneous paperwork for hourly interpreters/captioners/student workers.

5. Acts as a consultant to other departments on the hiring and scheduling of interpreters.

6. Maintains and updates various databases, filing, tracking, and record-keeping systems for DHH services, programs, and projects.

7. Distributes, collects, and compiles feedback on interpreters and captioners and provides summaries of feedback to interpreters and captioners. Forwards any problem feedback to the Director.

8. Communicates with DHH counselors regarding student schedules and accommodations.

9. Processes hire documents, schedules interviews, and provides orientation of newly hired hourly interpreters and captioners and conducts rehire of all hourly interpreters, captioners, and student workers.

10. Arranges and helps conduct regular staff meetings, trainings, and workshops for hourly interpreters, captioners, and student workers.

11. Schedules, maintains, and inventories Assistive Listening Devices.

12. Orders supplies, materials, and equipment for the Center of Deaf and Hard of Hearing Services.

13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.

Other Duties:

Performs other related or lower classification duties as assigned.

Knowledge Of:

1. American Sign Language.

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2. Sensitivity to and understanding of deaf culture.
3. Interpreter Code of Professional Conduct and the Code of Professional Ethics of real time captioners.
4. Legal requirement to provide mandated accommodations in a post-secondary setting, including the ADA, Civil Rights Act, Rehabilitation Act, College APs.
5. Modern office practices, methods, and computer equipment and applications, including Word processing, PowerPoint, Excel spreadsheet and database applications as well as use of scheduling software.
6. Record keeping principles and procedures.
7. Smart phone usage including texting, and photo and video capabilities in relation to assistive technology.
8. English usage, spelling, vocabulary, grammar and punctuation.
9. Applicable federal, state, and local laws, rules, and regulations, and College and departmental codes, policies, and procedures.
10. Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups

Skills and Abilities:

1. Fluently communicate both receptively and expressively in American Sign Language.
2. Communicate clearly and remain focused while managing constant text messages, emails, telephone/video phone calls, and face-to-face communications from students, interpreters, captioners, trainees, faculty, staff, and others.
3. Keep clear records of all schedule changes and attendance for timesheet purposes, budget projections, and miscellaneous reports.
4. Compose and prepare correspondence, flyers, and other written materials independently.
5. Perform complex and detailed calculations when processing a multitude of timesheets.
6. Remain flexible and highly organized in the face of a constantly fluctuating schedule and constantly changing priorities.
7. Ability to drive tram. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
8. Operate modern office equipment including computer equipment and specialized software applications programs.

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9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Understand scope of authority in making independent decisions.
11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college and two (2) full-time equivalent years of experience in providing program support at an institute of higher education. Fluency in American Sign Language.

Equivalencies:

Preferred Qualifications:

Completion of an accredited interpreter training program.

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in a busy office and student area with excessive noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes and allergens. Incumbents may interact with upset students, staff, and/or public while interpreting and enforcing policies and procedures.

Physical Demands:

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Must possess mobility to work in a standard office setting and use standard office equipment including a computer; vision to read printed materials, computer screen and to see communications in American Sign Language. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, calculator, to operate standard office equipment and to text on DHH smartphone. Must be capable of reaching other campus destinations and of making frequent trips to the DHH center front desk. Must have fine hand/finger dexterity to communicate in American Sign Language. Incumbents in this classification must bend, stoop, kneel, reach, push, and pull to retrieve and file information. Incumbents must possess the ability to lift, carry, push and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis



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with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry,

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physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=<https://apptrkr.com/1463671>]<https://hrjobs.mtsac.edu/postings/7127>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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