

**Real-Time Captionist III**  
**San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=149460>

Downloaded On: Feb. 26, 2021 7:33am

Posted Nov. 11, 2020, set to expire Mar. 10, 2021

<b>Job Title</b>	Real-Time Captionist III
<b>Department</b>	District Wide
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Nov. 11, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/2072905">https://apptrkr.com/2072905</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Real-Time Captionist III

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

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Under the direction of an assigned supervisor, assist with communication between hearing-impaired students and others by providing educationally appropriate captioning and printed notes of classes and discussions as assigned.

Click

[url=[https://apptrkr.com/get\\_redirect.php?id=2072905&targetURL=https://www.sdccd.edu/docs/HumanResources/Real-Time%20Captionist%20III.pdf](https://apptrkr.com/get_redirect.php?id=2072905&targetURL=https://www.sdccd.edu/docs/HumanResources/Real-Time%20Captionist%20III.pdf)]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

### TYPICAL DUTIES INCLUDE:

Use captioning computer equipment and related software programs to record class lectures and discussions.

Provide instantaneous transcription during a classroom session or meeting.

Provide summarized notes in printed or electronic form to pupils.

Condense and summarize content in a meaning-for-meaning style.

Vary content of printed or electronic notes to reflect the needs of the individual student.

Prepare for classes and meetings by reviewing materials and adding relevant subject matter vocabulary to

the captionist dictionary.

Provide for general maintenance of captioning computer equipment and peripherals.

Qualifications:

Knowledge of various classroom subject areas; captioning computer equipment and related software programs; English usage, grammar, spelling, punctuation, and vocabulary. Ability to capture relevant information during fast paced discussions with constant interruptions; operate specialized equipment, including computer hardware and software; communicate effectively both orally and in writing; demonstrate

interpersonal skills using tact, diplomacy, and courtesy; understand and follow oral and written directions;

establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

Desired Qualifications:



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Licenses:

Pay Information:

Click

[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

To apply, visit: [url=https://apptrkr.com/2072905]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

### **Contact Information**

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

#### **Contact**

District Wide

San Diego Community College District

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