

DSPS Specialist/ASL Interpreter
Ventura County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244271>

Downloaded On: Sep. 14, 2024 12:18am

Posted Sep. 4, 2024, set to expire Jan. 1, 2025

Job Title DSPS Specialist/ASL Interpreter
Department Staff
Institution Ventura County Community College District
Camarillo, California

Date Posted Sep. 4, 2024

Application Deadline 10/13/2024

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Student Services

Apply Online Here <https://apptrkr.com/5594969>

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Job Description

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DSPS Specialist/ASL Interpreter

Ventura County Community College District

Salary: \$80,724.00 - \$111,480.00 Annually

Job Type: Classified

Job Number: 2023-03289c

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Location: Districtwide (Ventura County CA), CA

Department: Districtwide

Closing: 10/13/2024 11:59 PM Pacific

Description

WHAT YOU'LL DO

Under the general supervision of an assigned supervisor, a DSPS (Disabled Students Programs and Services)/ASL Interpreter performs a variety of specialized duties involved in the planning, scheduling, and providing of services for students with disabilities; coordinates and implements communication support services for students who are deaf or hard of hearing; serves as an American Sign Language (ASL) interpreter.

There is currently one full-time (40 hours/week, 12 months/year) vacancy located at Moorpark College.

This recruitment is also being conducted to establish a list of eligible candidates that will be used to fill district-wide, current and upcoming, temporary and regular vacancies for the duration of the list, not to exceed one year.

WHERE YOU'LL WORK

Moorpark College, one of three colleges in the Ventura County Community College District, was founded in 1967. It serves approximately 15,000 students, and with a "students first" philosophy, empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career education. Moorpark College is one of the most beautiful community colleges in California. Set on 150 acres, the campus is nestled in the foothills on the southeastern flank of Ventura County, about 40 miles from UCLA, and approximately 75 miles from UC Santa Barbara. It is also a short drive from CSU Northridge, CSU Channel Islands, and California Lutheran University. Moorpark College has been recognized as an Aspen 150 College for the last two years. Known for transfer of students to public and private universities, Moorpark College has the highest number of Associate Degree for Transfers among California community colleges its size.

Moorpark College has the distinction of being recognized as a Champion of Higher Education by the Campaign for College Opportunity in each of the last five years. A Hispanic Serving Institution, it has

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an excellent reputation for preparing minority and economically disadvantaged students for university transfer and career success. Moorpark College's signature career/technical programs include nursing, radiation technology, biotechnology, and exotic animal training which incorporates the world-renowned America's Teaching Zoo. The college also offers a dynamic range of classes and programs in the visual and performing arts, and its pristine athletic fields and mild climate provide an excellent home for our student athletes. Moorpark College has received numerous grants including a \$2.9 million Department of Education Title V grant in 2020 for its Project STEM Impacto, which develops student cohorts in biology, biotechnology, and computer network systems engineering. Moorpark College student outcomes demonstrate that education inspires and transforms communities.

More information can be found on the Moorpark College [MC Website](#).

WHO WE ARE

Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promote academic excellence. This creates an inclusive educational and work environment for its students, employees, and the community it serves. With the understanding that a diverse community fosters multi-cultural awareness, promotes mutual understanding and respect, and provides role models for all students, the VCCCD is committed to recruiting and employing a diverse and committed group of faculty, staff, and administrators who are dedicated to the success of all college students.

We encourage candidates who are equity-minded to submit an application for employment. We are designated Hispanic-Serving Institutions committed to racial and socio-economic diversity as it reflects our communities and student populations. We actively seek to attract candidates who share this commitment to equity, diversity, and inclusion.

The Ventura County Community College District does not engage in any employment practice that discriminates against any employee or applicant for employment on the basis of ethnic group

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identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, sex, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

SALARY PLACEMENT

New Employees: Generally, new employees are placed on the first step of the appropriate range of the salary schedule.

Current Employees: An employee who is promoted will be placed on the salary step of the new range of the appropriate salary schedule that provides a minimum increase comparable to a one-step increase in salary.

New and current employees may be eligible for advanced step placement as outlined in Section 290 - SALARY PLAN in the Rules of the Personnel Commission for Classified Employees ([Download PDF reader](#)).

Representative Duties

Serve as a technical resource and provide information and assistance to counselors, and other program faculty and staff regarding the needs and characteristics of individuals who are deaf or hard of hearing, and Deaf culture. *E*

Assess communication styles and ASL language acquisition for students who are deaf or hard of hearing; assign hourly staff compatible with the communication styles of the students; respond to and resolve issues related to hourly staff assignments. *E*

Collaborate with counselors and other program faculty on the development of individual student accommodation plans for students who are deaf or hard of hearing. *E*

Interpret using ASL in classrooms, labs, tutoring sessions, and counseling appointments for students who are deaf or hard of hearing. *E*

Assist counselors and other program faculty with outreach, orientation, and specialized registration assistance for students with disabilities. *E*

Provide information, training, and assistance regarding resources, equipment, supplies, and services

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available to students who are deaf or hard of hearing; instruct students in the proper operation of specialized software and equipment; arrange for equipment loans. *E*

Recruit, hire, train, provide work direction to, and evaluate hourly sign language interpreters, captioning providers, readers, tutors, scribes, and note takers; maintain work schedules and identify substitutes, as necessary. *E*

Provide input and assistance to program faculty, counselors, and administrators regarding the development and implementation of specialized support services, programs, activities, and projects for students with disabilities. *E*

Enter, retrieve, compile, and organize student data and prepare various reports related to program activities in accordance with State and federal regulations. *E*

Monitor and track hourly staff and captioning services expenses; maintain current budget information. *E* Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities. *E*

Demonstrate cultural humility, sensitivity, and equity-mindedness in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in assignment-related outcomes. *E*

Perform other duties as assigned.

E = Essential Duties

Minimum Qualifications

Graduation from high school or evidence of equivalent educational proficiency AND five years of American Sign Language interpreting experience.

OR

An associate degree from a recognized college or university AND four years of American Sign Language interpreting experience.

OR

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A Bachelor's degree from a recognized college or university AND three years of American Sign Language interpreting experience.

LICENSES AND OTHER REQUIREMENTS:

Certification from Registry of Interpreters for the Deaf or National Association of the Deaf (Interpreter Level 3 or above) within six months of hire.

Supplemental Information

EXAMINATION AND SELECTION PROCESS

This is an examination open to the public and current District employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by the posted deadline date on this bulletin.

The examination process may consist of any of the following components:

- A) American Sign Language Skill Evaluation = Qualifying (pass/fail)
- B) Technical Interview = 100% weighting on final score

The candidates with the highest passing scores on the American Sign Language skill evaluation will be invited to the technical interview. The examination process is subject to change as needs dictate. All communication regarding this process will be delivered via email.

AMERICAN SIGN LANGUAGE SKILLS EVALUATION

Date Range: **Monday, October 21, 2024 to Friday, October 25, 2024**

TECHNICAL INTERVIEW

Date Range: **Monday, November 4, 2024 to Friday, November 8, 2024**

PLEASE NOTE: *The American Sign Language Skill Evaluation will be conducted in person at the District Administrative Center located in Camarillo. The Technical Interviews will be conducted remotely via Zoom.*

The examination components and dates are subject to change as needs dictate. All communication regarding this process will be delivered via email.

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SUBMISSION OF APPLICATION

Applicants must meet the minimum qualifications as stated, including the possession of licenses, certifications, or other requirements, by the filing deadline in order to move forward in the recruitment process. You must attach copies of any documents that demonstrate your attainment of the minimum qualifications (e.g., unofficial transcripts, foreign transcript evaluation, copies of any required licenses, and/or certifications). Failure to submit any required documents may result in disqualification. All required documentation must be attached to your application; Human Resources staff will not upload your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

PLEASE BE AWARE THAT ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NO LONGER BE ABLE TO MAKE REVISIONS. If additional versions of your application are submitted, only the most recent will be considered.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Duration of work experience is calculated based off a standard 40-hour full-time work week. Part-time work experience will be prorated based on a 40-hour full-time work week. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications. When completing the supplemental questionnaire (if applicable), outline in detail your education, training (such as classes, seminars, workshops), and experience.

ELIGIBILITY LIST

Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview.

PROBATIONARY PERIOD

All appointments made from eligibility lists for initial appointment or for promotion, with certain

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exceptions, shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. Classified management, police, and designated executive classifications shall be probationary for a period of one (1) year of paid service from initial appointment or promotion.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodation should document this request in an email to HRMail@vccd.edu including an explanation as to the type and extent of accommodation needed to participate in the selection process.

DEGREE INFORMATION

If a degree/coursework is used to meet minimum qualifications, an official copy of your transcripts will be required upon hire. If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. Visit the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the list of agencies approved for foreign transcript evaluation (Download PDF reader) ([Download PDF reader](#)). If applicable, an official copy of your foreign transcript evaluation will also be required upon hire.

For more information about the recruitment process at VCCCD, including responses to Frequently Asked Questions, please visit our Classified Careers page.

To apply, please visit <https://www.schooljobs.com/careers/vccd/jobs/4631855/dsps-specialist-asl-interpreter>



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Contact Information

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

Contact

Staff

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