



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY PROFESSIONAL EXPERT POSITION

POSITION: Sign Language Interpreter – Professional Expert Short Term, Temporary Assignment

COLLEGE HOURS: Monday – Thursday: 7:30am – 6:00pm
 Fridays: 7:30am – 11:30am

(Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

SALARY: Range from \$25.00 to \$58.00/hr. Placement based on level of education and experience

DEADLINE: July 17, 2020

BASIC FUNCTION:

Provide sign language interpreting services for Deaf and hard of hearing students, faculty/staff, and community members.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from related classes in the following ways: Sign Language Interpreter provides professional expertise for a limited term on campus.

REPRESENTATIVE DUTIES:

The classification specification provides a summary of the typical job duties performed, along with the general nature of the level of work performed by employees in this classification. Duties may include, but are limited to the following:

- Following the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct, professionally and confidentially performs specialized work in providing a variety of interpreting services for Deaf and hard of hearing students, faculty, staff, and community members.
- Interpret or transliterate class lectures and other presentations from English to American Sign Language (Voice-to-Sign).
- Interpret class lectures and other presentations from American Sign Language to English (Sign-to-Voice).
- Interpret class-related events and activities such as field trips, student-teacher conferences, special meetings, tutoring sessions, and other co-curricular activities.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

- Education: Graduation from an Interpreter Training Program (ITP) or equivalent; **OR**
- An associate's degree in Deaf Studies, Interpreter Training, or a related field. **OR**
- Experience: Five (5) or more continuous years interpreting in the Deaf community.

LICENSES AND OTHER REQUIREMENTS:

- Successful completion of Antelope Valley College-administered interpreting skills evaluation is required.
- Certification: Preferred Registry of Interpreters for the Deaf National Interpreter Certificate (NIC) or Educational Interpreter Performance Assessment (EIPA) overall score 4.0 or higher with passed written component. OR National Association for the Deaf (NAD) Level 4 or higher, American Consortium of Certified Interpreters (ACCI) Level 4 or higher, Certificate of Interpretation (CI)/Certificate of Transliteration (CT), Educational Interpreter Performance Assessment (EIPA) overall score 2.5 - 3.9. **Note:** Certification does not guarantee employment

KNOWLEDGE OF:

- RID Code of Professional Conduct The process of interpretation American Sign Language (ASL).
- Other modes of communication and sign systems as required by the consumer(s) and/or the assignment such as Pidgin Signed English, or Conceptually Accurate Signed English.
- Cultural and social aspects of the Deaf community.
- Correct English usage and grammar.
- Vocabulary and concepts used in a wide variety of college-level courses.
- Trends, techniques, and developments in the interpreting field.

ABILITY TO:

- Interpret a variety of college-level courses working between various sign systems, including American Sign Language, and English.
- Interpret messages from English to American Sign Language (Voice-to-Sign) Interpret messages from American Sign Language to English (Sign-to-Voice).
- Assess individual situations to determine the communication needs of Deaf or hard of hearing consumers.
- Adhere to the RID Code of Professional Conduct.
- Establish and maintain effective working relationships with others
- Work successfully with other interpreters by utilizing appropriate team interpreting strategies and techniques.
- Communicate effectively with students, faculty, staff, and other interpreters.
- Work in front of large crowds.
- Remain current on developments, trends and techniques in the interpreting field.
- Work independently and confidentially

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Receives general direction of the Director of Office for Students with Disabilities and supervision by the Coordinator of Deaf Services

CONTACTS:

Students, co-workers, other departmental staff, and faculty.

PHYSICAL EFFORT:

- Sitting for extended periods of time.
- Occasional standing for extended periods of time
- Repetitive hand motions.

WORKING CONDITIONS:

- Classroom and office environment and possible outside events.
- Driving a vehicle to conduct work as required by position.
- Work schedule varies.

APPLICATION PROCEDURE

To be considered an applicant for a Temporary Professional Expert position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday-Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College **Temporary Professional Expert Hourly Application**
2. Cover letter addressing your interest and qualifications
3. Résumé
4. **Transcripts:** If college-level coursework/courses or a degree **IS** required in the job announcement under “Education and Experience” you **MUST**:
 - a. Submit transcripts of all college-level coursework/courses as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If “coursework” requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.
5. Licenses and other requirements: Must be able to provide proof upon hire
 - a. See section on Job announcements under Licenses and other requirement for detailed requirements

The application must be filled out completely and signed. **Do not** indicate “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.