

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

**This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Director, Deaf and Hard of Hearing Services

Department: Accessibility Resource Centers for Students (ACCESS)

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): M-F 8:00 am - 5:00 pm

Salary Schedule (Range): M-13

Background and Rationale (use back of form if additional space is needed): Replacement for Christopher Gonzalez.

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Christopher Gonzalez
Last day of employment: 9/30/2022
Reason for vacancy: resignation
(Attach Existing Job Description)

☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
(Attach Draft of New Job Description)
☐ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

**For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: Restricted Funds

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. This section MUST be completed in order to provide budget for the position.

Account Number(s): 17522-522100-121000-642000 1200 100 % Amount \$ 175,239
Account Number(s): % Amount \$

Funding: (check all that apply) ☐ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: End date:

Comments:

Signatures:

1. Requesting Manager Signature 10/22/21 Date
2. Division Vice President Signature 11.2.21 Date
3. Chief Compliance/Budget Officer Signature 11/03/21 Date
4. Human Resources Signature 11/4/21 Date
5. Vice President, Human Resources

☒ Funding available ☐ Funding not available Position Number: MA9963 Contract Number:

Comments:

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position does not have funding, provide funding directions:

Rationale:

6. Signature of President/CEO November 9, 2021 Date

DIRECTOR, DEAF AND HARD OF HEARING SERVICES

DEFINITION

Under administrative direction, plans, organizes, and directs, the activities of the Deaf and Hard of Hearing Services (DHHS) Program, including sign language interpreting and Computer Assisted Real-Time Translation (CART) services; manages the effective use of College and program resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Dean, Access and Wellness in areas of expertise; coordinates and reviews the work of staff performing difficult and complex professional, technical, and administrative support.

SUPERVISION RECEIVED AND EXERCISED

Receives Administrative direction from the assigned managerial personnel. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Program Director classification that manages all activities of the DHHS Program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Access and Wellness in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work. This class is distinguished from the Dean, Access and Wellness in that the latter has overall responsibility for all functions of the Accessibility Resource Centers for Students (ACCESS) Department, oversight of faculty, and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the daily functions, operations, and activities of the DHHS Program, including assessing communication needs of Deaf and hard of hearing students, taking into consideration the class content and teaching style of each class.
2. Develops and implements goals, objectives, policies, and priorities for the program; recommends within departmental policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
3. Develops, administers, and directly oversees the program budget.
4. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean, Access and Wellness.
5. Selects, trains, motivates, and evaluates assigned personnel; works with employees on performance issues.
6. Determines compatibility of service providers with student needs and class requirements and assigns accordingly; makes necessary adjustment to assignments throughout semester; plans and oversees interpreter and captioner schedules.
7. Personally performs sign language interpreting services in classrooms and for access to other College services such as Financial Aid, Bursar's Office, Admissions and Records, and Public Safety.
8. Observes interpreters, captioners, and interns in the classroom to provide feedback and guidance on skills development needs; provides interpreter skills development workshops; performs skills evaluations for interpreters within the College's formal evaluation system.

Skills & Abilities to:

1. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
2. Manage and monitor complex projects, on-time and within budget; develop a program budget within state and local constraints.
3. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
4. Evaluate and develop improvements in operations, procedures, policies, or methods.
5. Interpret messages spoken by hearing people into American Sign Language (ASL) and other formats.
6. Interpret messages signed by individuals who are Deaf or hard of hearing into English, including the ability to read lips, create original signs for unknown or unusual terms/words, and interpreting foreign languages.
7. Interpret by translating higher-level technical academic material requiring specialized Sign Language vocabulary for high-level technical academic materials utilizing highly proficient English and/or ASL, used in classes such as science, history, and psychology, on College's skills performance evaluation examination.
8. Adhere to the Registry of Interpreters for the Deaf Code of Professional Conduct.
9. Assess individual situations to determine the needs of each Deaf or hard-of-hearing student, such as language preferences or preferences in having comments voiced for him/her or voicing for himself/herself.
10. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
11. 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.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in interpreting, Deaf studies, social services, or a related field and five (5) full time equivalent years of management and/or administrative DHHS experience, including three (3) full time equivalent years of supervisory experience.

Licenses and Certifications:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Possession of, or ability to obtain, Registry of Interpreters for Deaf (RID) and/or National Association of the Deaf certification(s) (NAD).

PHYSICAL DEMANDS

Must possess mobility to work in an office setting and use standard office equipment, including a computer. This is partially a sedentary office classification although standing in and walking between work areas is required. Finger, manual and upper body dexterity is needed to interpret and communicate in sign language, access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	YTL MTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
MA9963	1.000	M	13	3	12	Director, Deaf Hard of Hearing	17522	100.00%	131,740	43,499	175,239	DSPS