

The University of Texas at San Antonio

Job Description

Job Title: Coordinator of Deaf/Hard of Hearing Services

Code: 11258

Salary Grade: 60

FLSA Status: Exempt

Department/Division: Disability Services

Reports To: Director of Disability Services

Summary

- Function: Coordinate all aspects of academic support services (including the provision of captioning and sign language) for deaf and hard of hearing students and act as a liaison with the campus community for students with a hearing loss.

- Scope: Maintain a caseload of students who are deaf and hard of hearing and provide supervision to interpreters and captionists.

Duties

- Typical:
 1. Conduct intake appointments with new and prospective students and provide disability-related academic guidance with regard to the provision of accommodations.
 2. Evaluate and coordinate requests for academic support services as a member of the Documentation Review Committee; including sign language interpreting, note taking, captioning, real time captioning and adaptive equipment (e.g. Assistive Listening Devices).
 3. Develop, implement and maintain accurate and up to date schedule of interpreting and captioning services that occurs in all academic programs and campus events.
 4. Respond to additional requests for interpreting and captioning as needed.
 5. Recruit, hire, schedule, supervise, train and evaluate all full time and part time Sign language Interpreters and Captionists.
 6. Act as a liaison between students with hearing loss and faculty and staff.
 7. Provide educational information and referral to university departments and external, contacts requesting services and accommodations.
 8. Maintain delivery of services including monitoring service usage, personnel-related details, policy and guideline processes and statistical reporting of services.
 9. Work with Fiscal Specialist to maintain associated contracts and accurate

<p>billing records for outside vendors related to the provision of sign language interpreting and real time captioning.</p> <p>10. Work with Fiscal Specialist in the general oversight of the Deaf and Hard of Hearing services budget (e.g. cost, projections, tracking and billing).</p> <p>11. Demonstrate a commitment to organizational success with Student Affairs and Disability Services.</p> <p>12. Participate in department and division-wide quality improvement efforts.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. Provide backup direct interpreting services and substitute as needed. 2. Provide in-service training on deafness and accessibility issues to faculty, staff, and students. 3. Demonstrate a commitment to professional development activities regarding issues related to deafness and in networking with the deaf community. 4. Link students with appropriate resources within the community (e.g. DARS). 5. Provide additional administrative office support as needed. 6. Additional duties as assigned.
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Education

Required	Preferred
Associates Degree in the area of rehabilitation, Interpreting for the Deaf, American Sign Language, Education, Special Educations, or a related field.	Bachelor’s degree in the area of rehabilitation, Interpreting for the Deaf, American Sign Language, Education, Special Educations, or a related field.
Texas certification at BEI Basic Level by the Texas Workforce Commission or equivalent RID-NAD Certification.	Texas certification at BEI Advanced or Masters Level by the Texas Workforce Commission or equivalent RID-NAD Certification.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A
Ability to establish and maintain effective working relationship with clients, supervisors and co-workers.	

Experience

Required	Preferred
Three years of experience interpreting in a four-year college or university.	Five years experience interpreting in a four-year college or university; one year of experience coordinating deaf/hard of hearing services in higher education.

Equipment

Required	Preferred
Standard computer software and office equipment.	Good working knowledge in the development and usage of Microsoft Excel and Microsoft Word.

Working Conditions

Usual	Special
Standard office environment.	Working conditions may be determined by the situation requiring interpreting and may vary from the usual classroom or office environment.
Repetitive use of a keyboard at a workstation.	Travel as allowed for Education and Outreach and professional development.

Supervision

Received	Given
General supervision with latitude for exercise of independent judgment.	Direct supervision of full and part-time Interpreters and Captionists.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
