



DATE ISSUED: 08/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Deaf & Hard of Hearing Services/ASL Interpreter

JOB SUMMARY

This position will serve as the primary coordinator of services for students who are Deaf and Hard of Hearing. The coordinator will be responsible for interpreting approximately ten classes per week as well as arranging accommodations such as sign language interpreters and CART writers to ensure that students have equal access to curricular and co-curricular activities. Additional duties include determining eligibility for services as part of a committee; recommendation and implementation of reasonable accommodations for Deaf and Hard of Hearing students as well as other populations with cognitive and physical disabilities; providing referral services to local and state agencies; and represent the university at area high school transition fairs and recruiting events. Work is performed under the supervision of the Director of Disability Support Services and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Disability Services for Students

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Maintains working knowledge of federal and state legislation which impacts individuals with disabilities in a higher education setting (i.e. the Americans with Disabilities Act as amended, Section 504 of the Rehabilitation Act, etc.).
- Assists in the supervision of on-call interpreting staff and agencies by assigning classes, establishing schedules for interpreters, and monitoring interpreters/CARTs to ensure acceptable performance standards are maintained.
- In concert with the director/assistant director, conducts analysis of student's functional limitations in order to determine appropriate academic and co-curricular accommodation needs.

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- Keeps director/assistant director informed regarding problems, progress and matters affecting any interpreting assignments.
- Makes referrals to appropriate campus services and coordinates with community/state agencies which provide supportive accommodation services.
- Conducts various appointments with students who have disabilities (i.e. intakes, semester, informational, time management, etc.) to support them in their academic endeavors.
- Provides training on disability-related issues to on-campus departments and student organizations.
- Provides ASL interpreting for academic classes and co-curricular activities on campus.

ADDITIONAL DUTIES

- Represents the university at area high school transition fairs and recruiting events.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required in Counseling (general or rehabilitation), Disability Studies or related field. Board of Evaluators of Interpreters (BEI) Certified by the State of Texas or Registry of Interpreters for the Deaf (RID) National Certification required.

EXPERIENCE

Two years in disability-related services, preferably in an office providing disability support services at a post-secondary institution.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of the social model of disability culture, with particular knowledge of Deaf culture.
- Knowledge of the Americans with Disabilities Act and the Rehabilitation Act.

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- Knowledge of American Sign Language.
- Knowledge of the Code of Ethics for Sign Language Interpreters.
- Ability to create and maintain a schedule for multiple people and events.
- Ability to accommodate varying assignment schedules.
- Ability to work with a diverse population.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate and have strong interpersonal and conflict resolution skills.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.