

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

## Real-Time Captioner II, Deaf Services

(Academic Days Only) (Revised)

Job #07-068

Closing Date: 11/22/06

The Foothill-De Anza Community College District is currently accepting applications for **Real-Time Captioner II (50%), Deaf Services, De Anza College**.

### DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Deaf Services Supervisor, provide real-time captioning of classroom lectures, academic activities, and campus events for deaf and hard-of-hearing students, staff, and faculty using stenographic machine, computer, and captioning software. Research technical terminologies related to assignments and continually develop and modify custom software dictionaries to ensure the efficiency and accuracy of translation. Caption at a rate of 200 or more words per minute with an accuracy level of 97% or better. Proficient in using, maintaining, and troubleshooting court reporting steno equipment, real-time software, computer systems, and equipment used in real-time captioning. Provide captioning using appropriate notation, correct spelling and punctuation; indicate change of speakers and inaudible information. Maintain and upgrade steno-captioning academic dictionary. Create and edit transcripts. Caption videotapes using real-time captioning equipment and software. Use overhead projector and liquid crystal display unit in conjunction with real-time captioning equipment. Remain current regarding developments, trends, techniques, and technology in the field of real-time captioning. Assist with the orientation and training of new captioners. Assist with individual projects during non-captioning hours as assigned. Perform other related duties as assigned.

### MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Completion of a court reporting program.
3. Three years post secondary level real-time captioning experience.

### PREFERRED QUALIFICATIONS:

1. Five years post secondary level real-time captioning experience.
2. CRR Certification.
3. Comprehensive knowledge of the English language, including grammatical structures, syntax, and punctuation; and listening skills to be able to listen for continuity, sense and detail while translating.

4. Knowledge of commonly used computer programs such as Large Print DOS, WordPerfect DOS, Openwrite, and other related programs.
5. Knowledge of computer-aided transcription software programs such as RapidText, ProCat, StenoCat, Premier Power, or newly developed programs.
6. Knowledge of the NCRA Code of Professional Ethics and guidelines for CART providers specific to the interpreting environment.
7. Knowledge of the appropriate roles, ethical standards, and individual responsibilities relating to working with deaf and hard-of-hearing students.
8. Knowledge of the deaf and hard-of-hearing culture.
9. Ability to demonstrate advanced editing skills.
10. Ability to maintain confidentiality.

### APPLICATION MATERIALS:

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Real-Time Captioner.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

### CONDITIONS OF EMPLOYMENT

**Salary:** \$2,635.69 per month plus benefits; level N-59

**Position:** Part-time (50%), Permanent, Academic Days Only.

Schedules may vary depending on the needs of the program; this may include evening or weekend assignments.

**Starting date:** As soon as possible upon completion of the search process.

-OVER-

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>