Real-Time Captionist III
San Diego Community College District

Job Title	Real-Time Captionist III
Department	Administrative
Institution	San Diego Community College District
	San Diego, California
Date Posted	Jan. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/4928152
Apply By Email	

Job Description

Image not found or type unknown

Real-Time Captionist III

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

Real-Time Captionist III
San Diego Community College District

The Position:
Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Real-Time Captionist III

Location: District Wide

Pay Information

Click **here** for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

Bargaining Unit: AFT - NANCE

Range: (na)

Department: District Wide

The Position

Under the direction of an assigned supervisor, assist with communication between hearing-impaired students and others by providing educationally appropriate captioning and printed notes of classes and discussions as assigned.

Click **here** for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities

TYPICAL DUTIES INCLUDE:

- Use captioning computer equipment and related software programs to record class lectures and discussions.
- Provide instantaneous transcription during a classroom session or meeting.

- Provide summarized notes in printed or electronic form to pupils.
- Condense and summarize content in a meaning-for-meaning style.
- Vary content of printed or electronic notes to reflect the needs of the individual student.
- Prepare for classes and meetings by reviewing materials and adding relevant subject matter vocabulary to
  the captionist dictionary.
- Provide for general maintenance of captioning computer equipment and peripherals.

Qualifications

Knowledge of various classroom subject areas; captioning computer equipment and related software programs; English usage, grammar, spelling, punctuation, and vocabulary. Ability to capture relevant information during fast paced discussions with constant interruptions; operate specialized equipment, including computer hardware and software; communicate effectively both orally and in writing; demonstrate interpersonal skills using tact, diplomacy, and courtesy; understand and follow oral and written directions; establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

Desired Qualifications

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Working Conditions: Varies

Special Instructions to Applicants:

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment); AND
- Present original documents for proof of eligibility to work in the United States.

Real-Time Captionist III
San Diego Community College District

Posting Number: NC00342

Major Responsibilities:

TYPICAL DUTIES INCLUDE:

- Use captioning computer equipment and related software programs to record class lectures and discussions.
- Provide instantaneous transcription during a classroom session or meeting.
- Provide summarized notes in printed or electronic form to pupils.
- Condense and summarize content in a meaning-for-meaning style.
- Vary content of printed or electronic notes to reflect the needs of the individual student.
- Prepare for classes and meetings by reviewing materials and adding relevant subject matter vocabulary to the captionist dictionary.
- Provide for general maintenance of captioning computer equipment and peripherals.

Qualifications:
Knowledge of various classroom subject areas; captioning computer equipment and related software programs; English usage, grammar, spelling, punctuation, and vocabulary. Ability to capture relevant information during fast paced discussions with constant interruptions; operate specialized equipment, including computer hardware and software; communicate effectively both orally and in writing; demonstrate interpersonal skills using tact, diplomacy, and courtesy; understand and follow oral and written directions; establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

Desired Qualifications:

Licenses:

Pay Information:
Click **here** for the hourly pay rate.
If you would like to open the link in a different tab or window, right click and select the option.

To apply, visit: https://www.sdccdjobs.com

Real-Time Captionist III
San Diego Community College District

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative
San Diego Community College District

,