

DSPS Specialist/ASL Interpreter
Ventura County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261409>

Downloaded On: Aug. 21, 2025 2:03am

Posted Aug. 20, 2025, set to expire Sep. 24, 2025

Job Title DSPS Specialist/ASL Interpreter
Department Districtwide
Institution Ventura County Community College District
Camarillo, California

Date Posted Aug. 20, 2025

Application Deadline 09/25/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs

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Job Description

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DSPS Specialist/ASL Interpreter

Ventura County Community College District

Salary: \$82,344.00 - \$113,712.00 Annually

Job Type: Classified

Job Number: 2025-00672

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Location: Oxnard College (Oxnard CA), CA

Department: Districtwide

Closing: 9/25/2025 11:59 PM Pacific

Description

WHAT YOU'LL DO

Under the general supervision of an assigned supervisor, a DSPS (Disabled Students Programs and Services)/ASL Interpreter performs a variety of specialized duties involved in the planning, scheduling, and providing of services for students with disabilities; coordinates and implements communication support services for students who are deaf or hard of hearing; serves as an American Sign Language (ASL) interpreter.

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There is currently one full-time (40 hours/week, 12 months/year) vacancy located at Oxnard College.

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill district-wide, current and upcoming, non-bilingual and bilingual, temporary and regular vacancies for the duration of the list, not to exceed one year.

WHERE YOU'LL WORK

Oxnard College was founded in 1975 and is the newest of the three community colleges in the county. Set on 118 acres and located two miles from Pacific Ocean beaches, the college is easily accessible by the Ventura Freeway (Highway 101) or the Pacific Coast Highway.

More information about Oxnard College can be found here: [Oxnard College](#).

WHO WE ARE

The Ventura County Community College District (VCCCD) is a public community college district serving residents throughout Ventura County. VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career technical training, basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement.

The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promotes academic excellence and creates an inclusive educational and work environment for its employees, contractors, students, and the community it serves. With the understanding that a diverse community fosters multicultural awareness, promotes mutual understanding and respect, and provides role models for all students, VCCCD is committed to recruiting and employing a diverse and qualified group of administrators, faculty, and staff members who are dedicated to the success of all college students.

The Ventura County Community College District does not engage in any employment practice that discriminates against any employee or applicant for employment on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, sex, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

SALARY PLACEMENT

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New Employees: Generally, new employees are placed on the first step of the appropriate range of the salary schedule.

Current Employees: An employee who is promoted will be placed on the salary step of the new range of the appropriate salary schedule that provides a minimum increase comparable to a one-step increase in salary.

New and current employees may be eligible for advanced step placement as outlined in Section 290 - SALARY PLAN in the Rules of the Personnel Commission for Classified Employees ([Download PDF reader](#)).

Representative Duties

Serve as a technical resource and provide information and assistance to counselors, and other program faculty and staff regarding the needs and characteristics of individuals who are deaf or hard of hearing, and Deaf culture. *E*

Assess communication styles and ASL language acquirement for students who are deaf or hard of hearing; assign hourly staff compatible with the communication styles of the students; respond to and resolve issues related to hourly staff assignments. *E*

Collaborate with counselors and other program faculty on the development of individual student accommodation plans for students who are deaf or hard of hearing. *E*

Interpret using ASL in classrooms, labs, tutoring sessions, and counseling appointments for students who are deaf or hard of hearing. *E*

Assist counselors and other program faculty with outreach, orientation, and specialized registration assistance for students with disabilities. *E*

Provide information, training, and assistance regarding resources, equipment, supplies, and services available to students who are deaf or hard of hearing; instruct students in the proper operation of specialized software and equipment; arrange for equipment loans. *E*

Recruit, hire, train, provide work direction to, and evaluate hourly sign language interpreters, captioning providers, readers, tutors, scribes, and note takers; maintain work schedules and identify substitutes, as necessary. *E*

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Provide input and assistance to program faculty, counselors, and administrators regarding the development and implementation of specialized support services, programs, activities, and projects for students with disabilities. *E*

Enter, retrieve, compile, and organize student data and prepare various reports related to program activities in accordance with State and federal regulations. *E*

Monitor and track hourly staff and captioning services expenses; maintain current budget information. *E*
Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities. *E*

Demonstrate cultural humility, sensitivity, and equity-mindedness in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in assignment-related outcomes. *E*

Perform other duties as assigned.

E = Essential Duties

Minimum Qualifications

Graduation from high school or evidence of equivalent educational proficiency AND five years of American Sign Language interpreting experience.

OR

An associate degree from a recognized college or university AND four years of American Sign Language interpreting experience.

OR

A Bachelor's degree from a recognized college or university AND three years of American Sign Language interpreting experience.

LICENSES AND OTHER REQUIREMENTS:

Certification from Registry of Interpreters for the Deaf or National Association of the Deaf (Interpreter Level 3 or above) within six months of hire.

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Supplemental Information

EXAMINATION AND SELECTION PROCESS

This is an examination open to the public and current District employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by the posted deadline date on this bulletin.

The examination process may consist of any of the following components:

- A) American Sign Language Skill Evaluation = Qualifying (pass/fail)
- B) Technical Interview = 100% weighting on final score

The candidates with the highest passing scores on the American Sign Language skill evaluation will be invited to the technical interview. The examination process is subject to change as needs dictate. All communication regarding this process will be delivered via email.

AMERICAN SIGN LANGUAGE SKILLS EVALUATION

Date Range: **Friday, October 3, 2025 to Thursday, October 9, 2025**

TECHNICAL INTERVIEW

Date Range: **Friday, October 17, 2025 to Thursday, October 23, 2025**

PLEASE NOTE: *The American Sign Language Skill Evaluation will be conducted in person at the District Administrative Center located in Camarillo. The Technical Interviews will be conducted remotely via Zoom.*

The examination components and dates are subject to change as needs dictate. All communication regarding this process will be delivered via email.

SUBMISSION OF APPLICATION

Applicants must meet the minimum qualifications as stated, including the possession of licenses, certifications, or other requirements, by the filing deadline in order to move forward in the recruitment process. You must attach copies of any documents that demonstrate your attainment of the minimum qualifications (e.g., unofficial transcripts, foreign transcript evaluation, copies of any required licenses, and/or certifications). Failure to submit any required documents may result in disqualification. All required documentation must be attached to your application; Human Resources staff will not upload

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your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

PLEASE BE AWARE THAT ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NO LONGER BE ABLE TO MAKE REVISIONS. If additional versions of your application are submitted, only the most recent will be considered.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Duration of work experience is calculated based off a standard 40-hour full-time work week. Part-time work experience will be prorated based on a 40-hour full-time work week. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications. When completing the supplemental questionnaire (if applicable), outline in detail your education, training (such as classes, seminars, workshops), and experience.

ELIGIBILITY LIST

Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview.

PROBATIONARY PERIOD

All appointments made from eligibility lists for initial appointment or for promotion, with certain exceptions, shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer. Classified management, police, and designated executive classifications shall be probationary for a period of one (1) year of paid service from initial appointment or promotion.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodation should document this request in an email to HRMail@vcccd.edu including an explanation as to the type and extent of accommodation needed to participate in the selection process.

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DEGREE INFORMATION

If a degree/coursework is used to meet minimum qualifications, an official copy of your transcripts will be required upon hire. If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. Visit the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the list of agencies approved for foreign transcript evaluation (Download PDF reader) ([Download PDF reader](#)). If applicable, an official copy of your foreign transcript evaluation will also be required upon hire.

For more information about the recruitment process at VCCCD, including responses to Frequently Asked Questions, please visit our Classified Careers page.

To apply, please visit <https://www.schooljobs.com/careers/vcccd/jobs/5036075/dsps-specialist-asl-interpreter>

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Contact Information

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

Contact

Districtwide

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