

**FT Communication Services Coordinator
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=269257>

Downloaded On: Dec. 16, 2025 7:21am

Posted Dec. 9, 2025, set to expire Jan. 23, 2026

Job Title FT Communication Services Coordinator
Department Staff
Institution Cerritos College
Norwalk, California

Date Posted Dec. 9, 2025

Application Deadline 01/23/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Administration - Student Affairs

Apply Online Here <https://apptrkr.com/6776467>

Apply By Email

Job Description

Image not found or type unknown



FT Communication Services Coordinator

Salary: \$84,151.32 Annually

Job Type: Full Time

Job Number: Communication Serv. Coord - 25

Closing: 1/23/2026 11:59 PM Pacific

Location: Norwalk, CA

Department: Communication Serv. Coord - 25

Division:

FT Communication Services Coordinator Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=269257>

Downloaded On: Dec. 16, 2025 7:21am

Posted Dec. 9, 2025, set to expire Jan. 23, 2026

Student Accessibility Services

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on January 23rd, 2026 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. We are a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages approximately 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Student Accessibility & Wellness Services division is committed to ensuring that Cerritos College students with disabilities are afforded equal access in their educational pursuits at Cerritos College, including all curricular and related activities of the campus community. The division is also dedicated to ensuring all students have access to health services on campus to encourage holistic success in their academic, career, and life goals. The division is composed of the Student Accessibility Services department and the Student Health Services department. The Dean, Student Accessibility & Wellness Services provides leadership to the division in addition to the day-to-day operations of the Student Accessibility Services department.

Summary

Coordinates services that ensure Deaf and hard-of-hearing students have access to sign/ language interpreters, Communication Assistance Realtime Translation (CART), and other communication

FT Communication Services Coordinator Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=269257>

Downloaded On: Dec. 16, 2025 7:21am

Posted Dec. 9, 2025, set to expire Jan. 23, 2026

assistance within the disabled students department on campus. Provides sign language interpreting when necessary for students and/or staff within the department.

Distinguishing Career Features

The Communication Services Coordinator is a specialized position responsible for coordinating services that ensure and enhance access to class lectures, presentations, and discussions for Deaf and hard-of-hearing students. This role requires advanced skills, knowledge, and training in the field of interpreting, as well as certification in American Sign Language interpreting. The Coordinator oversees a campus-wide program by coordinating, evaluating, and hiring interpreters and captioners, and managing assistive equipment. They may also occasionally perform interpreting services as needed.

Job Duties

Essential Duties and Responsibilities

- Coordinates campus-wide communication services for Deaf and hard-of-hearing students by recruiting, evaluating, selecting, and scheduling short-term hourly, part-time interpreters and captioners to fill educational needs.
- Instructs faculty and students in the effective use of communication services.
- Provides occasional interpretation for students and college staff during conferences and other sponsored activities, when necessary for legal compliance.
- Assists interpreters and captioners with accessing equipment, information, and any other needs in support of communication services. Is the liaison between the interpreter or captioner and faculty/staff to ensure the Deaf/hard-of-hearing student's communication needs are met.
- Oversees timecards for interpreters and captioners; tracks and reconciles invoices from external interpreting agencies.
- Consults with administrators, faculty, instructional assistants, and counselors concerning useful programs, materials, and equipment to meet student needs.
- Coordinates, prepares, facilitates, and conducts training sessions for instructional assistants, faculty members, and students regarding best practices related to communication services. Conducts training for interpreters and captioners related to work expectations, procedures, and specialized topics.
- Connects with and coordinates contracts with CART and Interpreting Agencies. Reviews, approves, and tracks Agency payments.
- Researches and coordinates with counseling and program staff to identify students requiring communication services. Determines approximate hours needed and prepares budget/financial proposals to meet needs.

FT Communication Services Coordinator Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=269257>

Downloaded On: Dec. 16, 2025 7:21am

Posted Dec. 9, 2025, set to expire Jan. 23, 2026

- Other duties as assigned by the Dean of the department.

Minimum Qualifications

Education and Experience

The position requires a Bachelor's Degree with a minimum of two years of experience working with Deaf/hard-of-hearing students in an instructional or equivalent setting.

Supplemental Information

Knowledge and Skills

The position requires professional knowledge of educational interpreting and captioning. Requires an understanding of the many approaches to communication services and the ethical impacts for all. Requires in-depth knowledge of categorical programs governing communication services for Deaf and hard-of-hearing students. Requires knowledge of how to support interpreters and captioners with resources to enable excellence in communication services. Specialized knowledge of working with hard-of-hearing student populations is necessary. Requires knowledge of and skill in using personal computers and applications such as desktop productivity software, scheduling software, and learning management systems. Requires well-developed English and ASL language skills. Requires well-developed professional relationship skills to interact in both formal and informal settings with a wide variety of contacts. Requires the ability to work independently.

Abilities

Requires the ability to perform sign language services in a full range of courses offered by the college. Requires the ability to learn, interpret, and apply the requirements of categorical programs that mandate and provide reimbursement for Deaf/hard-of-hearing services. Requires the ability to coordinate and implement a program that assists students, faculty, and staff. Requires the ability to recognize and meet the needs of Deaf and hard-of-hearing students. Requires the ability to interpret/translate using ASL, signed English, and oral interpreting. Requires the ability to work cooperatively with others.

Physical Abilities

Incumbent performs work of an active nature. Requires well-developed arm, hand, and finger dexterity. Requires the ability to stand for extended periods of time. Requires visual acuity. Requires auditory ability.

Licenses and Certificates

FT Communication Services Coordinator Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=269257>

Downloaded On: Dec. 16, 2025 7:21am

Posted Dec. 9, 2025, set to expire Jan. 23, 2026

Requires a valid certification by the Registry of Interpreters for the Deaf (RID) or an equivalent evaluation/certification and two years of experience in providing sign-to-English (expressive skills) and English-to-sign (receptive skills) interpreting in one or more sign systems/languages. May require a valid driver's license.

Working Conditions

Work is performed in classroom, laboratory, and office environments where some health and safety considerations exist from physical effort.

Salary/Fringe Benefits

Grade 43 on District Classified Employee Salary Schedule at (\$7,012.61/month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment:

This is a full-time, 12-calendar month classified position.

Hours of employment are Monday thru Thursday from 8:00am - 5:00pm and Friday's 8:00am - 4:30pm with flexibility to adjust schedule based on operational needs for student athletic events, student activities, evening and weekend programs.

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

FT Communication Services Coordinator
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=269257>

Downloaded On: Dec. 16, 2025 7:21am

Posted Dec. 9, 2025, set to expire Jan. 23, 2026

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Candidates must be able to provide proof of California residency prior to employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

****Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedures

Application materials must be submitted by the closing date. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or interview due to a disability, please contact Human Resources at hr@cerritos.edu as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Resume/Curriculum Vitae
2. Cover Letter
3. Copy of Transcripts (or HS Diploma if applicable)
4. Valid Certification by the Registry of Interpreters for the Deaf (RID) or an equivalent evaluation/certification

**FT Communication Services Coordinator
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=269257>

Downloaded On: Dec. 16, 2025 7:21am

Posted Dec. 9, 2025, set to expire Jan. 23, 2026

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5151302/ft-communication-services-coordinator>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Staff
Cerritos College

,