

# San Diego Community College District

## NANC JOB DESCRIPTION

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Job Code: N1660

Original Date: 04/2018

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

Title: Real Time Captionist I

Unit: Non-Academic/Non-Classified Service

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### **FUNCTION:**

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.

### **DESIRABLE 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.

### **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.