

RANGE H89

**JTC NO. H46
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Real-time Captioners – CART Provider – Level 3

DATE PREPARED: Fall 2001

DATE REVISED: Spring 2017

GENERAL SUMMARY:

Interpret in real-time captioning through the use of a steno machine, notebook computer and real-time software to render instant speech to text translation on a computer monitor. Captions all communication that occurs in the classroom for students who are deaf and hard of hearing or who have other communication barriers.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides real-time captioning for hearing-impaired students and/or prospective students including lectures or other classroom instruction, meetings, registration, testing, tutoring, counseling, etc.
- Facilitates communication between the student, the faculty member and other students in the classroom.
- Works closely with student, faculty member or other appropriate individual to obtain all terminology inherent to the assignment (curricula, syllabi, synopses, scripts and texts) to create a dictionary and enhance the master dictionary.
- Provides the student with a copy of the lecture or meeting text from the real-time translation either on diskette or a printed copy of the edited text.
- Troubleshoots and solves hardware/software or other technical problems with the captioning equipment.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Work performed causes light fatigue because of fairly continuous mental/physical effort; prolonged use of computer and/or steno machine and repetitive hand motions.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school or equivalent plus graduate of an accredited court reporting program plus one year of experience in providing real-time captioning services, including certification from an accrediting agency required. Excellent oral and written communication skills to work effectively with a wide variety of individuals from diverse socio-economic backgrounds. *Evidence of graduation from an accredited court reporting program and certification from an accrediting agency will be required with application for employment.* ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 09/04/01
revised: 1/2017 – emm
ADA/tmm 05.29.19