

INSTRUCTIONAL SIGNING ASSISTANT FOR THE DEAF AND HARD OF HEARING

DEFINITION

Under the supervision of a certificated employee, assists in developing and implementing lessons in either small group or individual instruction, preparation of materials, general clerical duties; assists with needs of students with multiple disabilities; effectively communicates with student(s) based on student's individual mode of communication.

ESSENTIAL FUNCTIONS

- Assists individuals or small groups of students in classroom settings, mainstreaming activities on campus, and on field trips.
- Provides physical assistance including, but not limited to: lifting, feeding, self care, and attending.
- Under the direction of a teacher, be able to lead small groups or individual instruction.
- Attends staff meetings, parent meetings, or in-services as needed.
- Assists with a variety of record-keeping activities including general office skills of copying, filing, typing, and correcting student work.
- Assists with Occupational Therapy and Adaptive PE when needed.
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent.
- Successful completion of the District Instructional Assistant Proficiency Test or
- A.A. degree, 48 units beyond the high school diploma, or passage of district or county test in reading, math, and writing per the federal No Child Left Behind Act.
- TB test clearance.
- Criminal Justice fingerprint clearance.
- Knowledge of educational computer applications; knowledge of operating systems, word processing, Internet, and spreadsheets currently in use in the District, and multi-media technology.
- Ability to supervise and manage students in a positive environment.

Knowledge of

- Deaf culture, educational development of students who are deaf or hard of hearing, and instructional methods and techniques used with students who are deaf or hard of hearing.
- Basic conversational fluency in sign language.
- Individual differences in student's mode of communication.
- Problems, issues or concerns that a student who is deaf or hard of hearing may face.
- Experience with deaf students with multiple disabilities preferred.

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer; ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations; and correctly demonstrate sufficient strength, mobility, and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

Experience and Training

Equivalent to completion of twelfth grade required, and two years of college level course work in the areas of deafness, interpreting, and/or child development preferred. Child development course work can not replace ASL training. Must be enrolled in, or have completed, an accredited interpreter training program. Must be able to pass a staff or agency administered sign language proficiency test at level 3.0.