Paraeducator - Interpreter for the Hearing Impaired

Definition
Under the supervision of the Principal or certificated staff member to perform a variety of duties including the provision of:
Interpretation for the Hearing Impaired students using sign language finger spelling, lip reading and spoken language; intensified
learning experiences for students in assigned areas; a variety of clerical and support tasks for teachers; periodic or regular lifting and/or
toileting, feeding, hygiene an mobility need of students, and related work as required. The District Office is home based; the assignment
to a site or sites will be based on student needs.

Distinguishing Characteristics
Positions assigned to this class are distinguished by the assignment of duties in the area of working with students in the Special
Education Program. Incumbents are expected to have an understanding of and sensitivity to learning difficulties encountered by disabled
students.

Example of Duties

- Interprets all lectures, discussions, verbal communications and announcements;
- Establishes and maintains positive relationships with teachers, students and parents;
- Allows and encourages students to interact and integrate with other students, as appropriate;
- Supports and assists students in being active participants in classroom and school activities;
- Assists students with the use of regular and specialized equipment, such as computers;
- Assists students in taking notes, as appropriate;
- Assists instructional personnel with the development and presentation of learning materials and instructional exercises;
- Tutors individual and small groups of students to reinforce and follow-up on learning activities;
- Supervises students in the classroom, on the playground and during snack and lunch;
- Maintains student records and files;
- May assist students with toileting (stipend included) eating, and hygiene needs;
- Assists with transporting students, including those in wheelchairs;
- Maintains discipline in the absence of the teacher;
- Performs a variety of regular clerical duties, such as filing, typing and duplication of materials;
- Communicate in a foreign language with students to help clarify instructions and answer questions.

Required Qualification

Knowledge and understanding of:
- Signed Exact English and/or American Sign Language.

Desirable Qualifications

Knowledge and understanding of:
- Student behavior and characteristics of children who are eligible for special education services;
- Techniques used in controlling and motivating children;
- Correct English;
- Routine record keeping;
- General purposes and goals of public education.

Ability to:
- Assume responsibility for the supervision of students;
- Demonstrate patience, warmth and a liking for children;
- Learn and utilize standard teaching aids and office machines;
- Learn and utilize basic methods and procedures to be followed in an instructional setting;
- Performs routine clerical work;
- Understands and carry out oral and written directions;
- Maintain cooperative and effective working relationships with children and adults.

Experience
Two years of experience working with children in an educational or child care setting, preferably including experience
working in Special Education.

Education
Equivalent to the completion of the twelfth grade supplemented by courses in signing with comparable course work in child care,
psychology or guidance.
Proposed Salary Range 41. Starting hourly rate $15.12 per hour

Approved: 8/9/04