

MODESTO CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT I-SPECIAL EDUCATION-DEAF/HARD OF HEARING

DEFINITION:

Under the direction of the Principal or Assistant Principal, assist certificated staff in facilitating communication and reinforcing instruction to individual or small groups of deaf or hearing impaired students; perform manual and/or oral interpreting and translating services; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher in staff in facilitating communication and reinforcing instruction to individual or small groups of deaf or hearing impaired students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of lesson plans
- Assist a teacher with the implementation of Individualized Education Plans (IEP); assist assigned students in reaching IEP academic, language, emotional, social, physical and behavioral goals.
- Tutor individual or groups of students; conduct individual and/or small group instructional lessons and/or activities, as directed by the teacher.
- Interpret and reverse-interpret for assigned students using American Sign Language.
- Administer various tests as directed and record results; score a variety of tests and assignments; prepare documentation as required.
- Assist the teacher and staff with the supervision of students in the classroom, playground, cafeteria and during other school activities as assigned.
- Support and assist in the enforcement of classroom, school, and district rules; assure student understanding of classroom rules and procedures.
- Prepare instructional materials and other related materials, as needed by the teacher; disseminate and collect student assignment work sheets and materials.
- Confer with the teacher concerning lesson plans and adapt materials to meet student needs; report progress regarding student performance and behavior.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; assist the teacher with maintaining records, logs and student files related to attendance, grades, progress, behavior and assigned activities.
- Escort students to and from designated school locations.
- Assist students in the operation of a variety of instructional technology; facilitate effective communication for students using assistive technology.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to IEPs, student activities and behavior.
- Operate a variety of classroom and office equipment including a computer and assigned software; operate assistive hearing devices and equipment for deaf or hearing impaired students.
- Attend and participate in meetings and in-service trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience working with school age children in an educational setting or learning environment.

Licenses and other Requirements

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

DESIRED QUALIFICATIONS:

- Some experience working with deaf or hearing impaired individuals using American Sign Language.
- ESSE Sign Language Certification
- Valid First Aid/CPR certification.

Knowledge of:

- Child guidance principles and practices related to children with special needs including deaf or hearing impaired.
- American Sign Language (ASL) including sign vocabulary used in an educational setting.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Expressive and receptive signing skills.
- Basic instructional methods and techniques.
- Proper operation and use of assistive hearing equipment and machines.
- Deafness, hearing loss and its effect on language acquisition and development of hearing impaired individuals.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problems and concerns of students with special needs.
- Applicable laws, codes, policies and regulations.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and other learning environments.
- Operation of standard classroom and office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Reverse-interpret from sign language to the spoken word at a normal conversational rate.
- Use sign language to communicate effectively with deaf or hearing-impaired students.
- Deconstruct information to assist students in acquiring language skills.
- Reinforce instruction to individual or small groups of visually impaired students as directed by certificated staff
- Assist in the preparation of instructional materials and implementation of lesson plans.

- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Provide accurate interpretation of a variety of subject areas.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient and receptive attitude toward deaf or hearing impaired students.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to sign and operate standard office/classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Lifting, carrying or pushing moderately heavy objects.
- Reaching overhead and above shoulders to access materials.

Hazards:

- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 9/26/95

Unit Approved: 10/10/95

Board Approved: 5/31/88, Revised: 9/5/95, 10/23/95

FLSA Status: Non Exempt