

MODESTO CITY SCHOOLS

PC 1342

Job Description

INSTRUCTIONAL PARAPROFESSIONAL, SPECIAL EDUCATION, P-12, EDUCATIONAL INTERPRETER – HEARING IMPAIRED AND THE DEAF

OVERALL RESPONSIBILITY

Under general supervision, assist teacher(s) in the instruction of students to accomplish objectives of the instructional program of the district and assist teachers with routine clerical and instructional duties.

SPECIFIC RESPONSIBILITIES

1. Assist classroom teachers in the establishment of seating charts, rules and guideline standards and record keeping systems to be used.
2. Become familiar with appropriate texts and classroom instructional materials.
3. Conduct individual and/or small group instructional activities when directed to do so by the teacher.
4. Assist in the preparation of instructional materials and make copies of materials needed by the teacher.
5. Disseminate and collect student assignment work sheets and materials as directed.
6. Supervise students in class and at school activities during the student attendance day along with the teacher or in the teacher's absence for brief periods of time, but not on a regular basis.
7. Assist in clerical duties such as roll taking, grade assignments or recording, reports on student achievement, attendance and/or behavior.
8. Support and assist in the enforcement of classroom, school, and district rules.
9. Assist in supervision of play and lunch activities, bus loading and unloading when needed.
10. Assist in implementing individual educational plan goals.
11. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
12. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to use sign language.
- Knowledge of subject areas taught in specific assignment or ability to learn quickly.
- Ability to get along well with students and staff.
- Ability to understand and implement oral directions and directions written in English.
- Ability to communicate and maintain cooperative relationships with those contacted in the course of work.

**INSTRUCTIONAL PARAPROFESSIONAL, SPECIAL EDUCATION, P-12,
EDUCATIONAL INTERPRETER – HEARING IMPAIRED AND THE DEAF (continued)**

QUALIFICATIONS (continued)

Knowledge/Ability

Desirable Qualifications:

- Knowledge of direct instruction techniques.
- Ability to operate duplicating equipment.

Experience

Minimum Requirement:

- Two years experience working with school age students.

Education

Minimum Requirement:

- High School Diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE).

Licenses/Certificates/Permits

Minimum Requirement:

- Instructional Paraprofessional Proficiency Certificate

REPORTS TO:

Teacher of Hearing Impaired and site administrator.

SPECIAL NOTE: Employees moving to this job category, as a result of the job description rewrite process in May 1988, will gain hours in the new job description. Any prior seniority hours, accrued as an Instructional Aide, Interpreter for the Deaf, will be retained. If in the instance of a layoff or elimination of positions, all seniority hours served in the new classification shall be added to the prior seniority hours earned as Instructional Aide, Interpreter for the Deaf.

Board Approved: 5/31/88

Revised: 9/5/95

Cabinet Approved: 9/26/95

Unit Approved: 10/10/95

Board Approved: 10/23/95