

ST. TAMMANY PARISH SCHOOL BOARD

Covington, Louisiana

Job Description

TITLE: Itinerant Hearing Impaired Program Para (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. citizen or authorized alien
2. Minimum age of 20 years
3. Associate Degree (or higher) or 48 semester hours minimum to include: English Composition - 3 hours, English/Reading-6 hours and Mathematics-6 hours or Para Pro Assessment results (minimum score of 450) and high school diploma.
4. Ability to relay spoken/oral communication (finger spelling, Sign language, speech, expression) to convey concise meaning to the hearing impaired students
5. Knowledge of educational programs
6. Willingness to complete the certification standards that have been set by the State Department of Education / St. Tammany Parish School Board for para-educators
7. Ability to work with Special Education students across multiple environments

REPORTS TO: Principal

JOB GOAL: Assists non sign dependent Special Education Hearing Impaired students in meeting the goals set forth in their Individual Education Programs.

JOB SUMMARY: This job provides the communication services that are needed in the educational program of a non sign dependent Hearing Impaired student, and differs from that of Interpreter/Aide II in that incumbents of this position have not completed the interpreter certification standards as set by the State Department of Education.

ESSENTIAL JOB FUNCTIONS:

1. Attends class with the hearing impaired student(s) and facilitates use of basic signs and/or oral interpreting.
2. Assists the student(s) with communication skills, tutoring, monitoring assistive technology captional devices and/or note taking.
3. Works with the teacher of the hearing impaired student (s) in improving the educational programs of the hearing impaired student(s).
4. Demonstrates the highest ethical and confidential standards when dealing with colleagues, students, and parents.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs other appropriate tasks assigned by teacher(s) and/or Principal.
2. Attends parish approved staff development

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PHYSICAL DEMANDS:

Possesses physical skills and stamina to perform all job responsibilities such as lifting, walking distances, standing, bending, stooping, bilateral hand usage, and reaching.

TERMS OF EMPLOYMENT: Nine months ; salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in job content, organizational structure, or state, or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____

(Incumbent)

Incumbent’s Name (Please Print)

Employee Identification Number