



## Job Description

**POSITION CODE:** 972  
**Classified Group:** CSEA  
**Salary Range:** 14  
**Work Days:** 206  
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**POSITION TITLE:** IA – Deaf and Hard-of-Hearing

**DEFINITION:** Under general supervision, assists teacher(s) and/or interpreter(s) in providing support for deaf and/or hard-of-hearing students; Incumbents must be able to understand and communicate through use of basic sign language.

**DIRECTLY RESPONSIBLE TO:** Site Administrator or Designee

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Assists deaf or hard-of-hearing individuals in a variety of physical and social settings (e.g. classroom, meetings, school related activities, etc.).
2. Assists students with daily assignments, remedial or makeup work, and may work with small groups of students using flashcards, drills, and a variety of study aids and techniques to reinforce skills/learning.
3. Correct tests, worksheets, and homework or daily assignments.
4. Records results and/or charts student progress.
5. Designs and prepares bulletin boards, displays of student work, charts, forms, and teaching aids.
6. May assist the assigned classroom teacher(s) in maintaining classroom discipline.
7. Consults with assigned classroom teacher(s) regarding lesson plans and evaluation of student progress.
8. Operates office equipment (e.g. copier, scanner, etc.) to reproduce tests, study aids, worksheets, and instructional materials.
9. Files classroom materials and places information in student folders.
10. Organizes work areas and assembles learning materials, art supplies, or assignment folders.
11. Assist teacher with daily student attendance or lunch count.
12. Participates in field trips, as needed.
13. Assists in keeping study areas attractive and orderly.
14. Maintains classroom routine for short periods of time when teacher is not present.
15. Assists non-signing substitute teachers by facilitating communication with deaf or hard-of-hearing students.
16. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Previous experience working with groups of students and demonstrated competency of basic sign language.

Knowledge, Skills, and Abilities:

- Sufficient skill in Visual English and sign language (i.e. ASL, PSE, SEE, etc.) to communicate with deaf or hard-of-hearing students
- Competency of basic academic skills such as math, spelling, and grammar
- Ability to read fingerspelling and signs of deaf persons and to interpret these through the spoken word to teachers and students
- Ability to communicate effectively both verbally or signed and in writing with administrators, staff, students, and the community
- Ability to read and understand test instructions, teacher manuals, and guides
- Ability to understand and follow verbal or signed, and written instructions
- Ability to successfully supervise students
- Ability to maintain records and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor classroom and outdoor environment
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Repetitive hand movement and fine coordination to fingerspell and sign
- Move about school and facilities to conduct work
- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone or video phone

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/12/2017  
Adopted: 9/23/1980  
Updated: 11/18/2008  
Revised: 8/24/2017