

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Instructional Aide – Deaf and Hard of Hearing**

DEFINITION:

Under general supervision of a DHH classroom teacher or a DHH itinerant teacher, and audiologist, provides specialized tutorial assistance to deaf/hard of hearing (DHH) students in the DHH classroom or mainstreamed into regular classes; assists deaf and hard of hearing students in the development of communication skills in spoken English or American Sign Language (ASL); performs a variety of routine clerical duties for the deaf and hard of hearing instructional program; may assist medically fragile or physically disabled students in performing daily living activities.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Orients and provides instructional assistance to individuals or small groups of DHH students in the DHH classroom or mainstreamed into regular classrooms.

Assists itinerant and classroom teachers with the implementation of Individualized Education Plans (IEP).

Tutors individuals and small groups of DHH students.

Reinforces and explains teachers' lectures, instructions for completing assignments or projects, and audio portions of classroom media aids.

Assists in the development of communication and language skills by assisting students with correct pronunciation of sounds, letters and words, or correct signs in ASL.

Operates specialized equipment for DHH students such as specially adapted computers and augmentative communication devices.

Performs routine analysis of hearing aids and FM systems under the supervision of licensed audiologist; performs visual and listening checks for FM systems, hearing aids, and Cochlear implants and performs minor repairs including changing batteries, cords, cables, tubing, ear hooks and ear molds as needed.

Assists medically fragile or physically disabled students in performing activities of daily living such as feeding, toileting, diapering, and mobility assistance.

Assists students in locating and using educational materials and equipment such as computers.

Monitors and reviews progress of students with itinerant teacher and regular classroom teachers.

Assists itinerant teachers in the preparation of a variety of learning aids, and tutorial and instructional materials.

Contacts schools to request copies of current IEP's for students on itinerant caseload.

Performs a variety of routine clerical duties such as typing, filing, sorting, duplicating and logging and mailing information related to the DHH program.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as required.

EDUCATION AND EXPERIENCE:

In addition to meeting the NCLB requirement for employment detailed below, applicants must have a combination of education, training and experience which would clearly demonstrate possession of the knowledge and abilities detailed above. An example of a typical qualifying background would include completion of college-level course work in general academic subject areas such as math, science and English, and work experience in a school or other educational environment. Experience working with deaf and hard of hearing individuals is highly desirable.

Some positions in this classification may be designated bilingual (English/American Sign Language). Positions designated bilingual require proficiency in American Sign Language and the ability to translate English to ASL and ASL to English. Positions designated as bilingual receive a 5% bilingual stipend.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;
- Obtained an associate's (or higher) degree;
- 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 (or readiness), writing (or readiness), and mathematics (or readiness).

In order to meet the requirements of AB346(s), persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General elementary and high school academic subject areas such as math, science, and English

English pronunciation and grammar

Basic office methods, procedures and equipment including computers

ABILITY TO:

Communicate effectively orally and in writing

Operate specially adapted computers, augmentative communication devices and other specialized equipment used by DHH students

Tutor individuals and small groups

Work effectively with students, teachers and staff

Accept, understand and relate to vision impaired students

Perform routine clerical duties such as record keeping, filing and mailing

Quickly learn to operate software associated with the instructional program.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

Duties are typically performed in a school site setting.

Indoor, classroom or office environment. Must have the ability to travel to and from school/work sites as job requires. Ability to provide own transportation to and from school and meeting sites. Must be able to hear and speak to exchange information; see to read printed materials and computer screens; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
09/1997	12/12/1997	12/06, 2/07, 5/09, 10/10, 3/11, 12/11, 3/16, 7/22	Non-Exempt	Classified Support Grade 038