

SCHOOL DISTRICT OF DESOTO COUNTY

SIGNING PARAPROFESSIONAL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Meet the following requirements:
 - (a) Two (2) years of study at an institution of higher education; or
 - (b) Associate's or higher Degree; or
 - (c) Must have passed the Paraprofessional Assessment Test.
- (3) Satisfactory criminal background checks and drug screening.
- (4) Persons with native language experience Child of Deaf Adults (CODA) welcome.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of American Sign Language (ASL) (vocabulary, syntax, morphology) structures. Ability to work in a classroom setting; establish and maintain working relationships with staff, support personnel, counselors, principals, parents, medical personnel, and students. Provide expressive and voice interpreting for students who are Deaf and/or Hard of Hearing. Knowledge of Deaf culture and other related courses needed to develop interpreting skills.

REPORTS TO:

Exceptional Student Education Director/Coordinator for Students who are Deaf/Hard-of-Hearing

JOB GOAL

To provide a communication link between school personnel and students who are deaf or hard-of-hearing.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

The Signing para-professional primary function is to facilitate communication among students who are Deaf and/or Hard-of-Hearing and their hearing peers, the classroom teacher, and other personnel in the school system. Other responsibilities may include, but are not limited to the following:

- *(1) Understanding of the English language
- *(2) Use effective, positive interpersonal skills
- *(3) Assist the classroom teacher(s) in supervising classroom learning activities.
- *(4) Assist the teacher in preparing instructional materials and equipment.
- *(5) Plan and organize appropriate instruction using guidelines established by the teacher or administrator.
- *(6) Possess a flexibility to interpret in a variety of situations and settings.
- *(7) Records classroom assignments, ensures that students are aware of assignments and have access to complete notes for each class.

*Updated: April 23, 2024
Effective Date: July 1, 2024*

SIGNING PARAPROFESSIONAL (Continued)

- * (8) Collects data regarding students' behavior and classroom performance on a daily basis and provides information to the itinerant teacher and/or the teacher for students who are deaf/hard-of-hearing; services as liaison between classroom teachers and teachers for students who are deaf/hard-of-hearing.
- * (9) Maintain a clean and orderly environment for students.
- * (10) Assist students with personal hygiene and/ or grooming if required.
- * (11) Carry out learning activities as prescribed by the classroom teacher(s).
- * (12) Maintain ethical behavior and confidentiality of information about students (according to the Code of Ethics for Educational Interpreters).
- * (13) Upgrade and maintain interpreting skills.
- * (14) Participate in in-services and workshops for professional development
- * (15) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

COMPENSATION:

Compensation for this position is Pay Lane **A03, B03**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.