

## Job Description

Position Title	Deaf/Hard of Hearing Assistant/SPED Para		
Building	Varies- High School	Department	Special Education
Hours	7:30 a.m. – 3:30 pm	Supervisor	High School Principal
Band and Grade	B23	Tools and Equipment	Pencils, pens, games, flashcards, books, computer

Primary Function	First and foremost, facilitate communication between the learner and those he/she interacts with, be it teachers, peers, school staff or other community members encountered throughout the day using the appropriate form of sign language. Use sign language in a non-interpretive manner to assist students with the execution and completion of assigned tasks in the classroom. Always ensure the safety and security of the learner.
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Essential Duties	
1	Provide essential communication link between the learner and all interpersonal communication he/she participates in daily.
2	Ensure that the physical space your learner occupies is suited to the learner's optimal success.
3	Learner sight lines, possible window glare and lighting must be taken into consideration.
4	Motivate and assist learner in completing assigned tasks.
5	In conjunction with the classroom teacher, modify work to suit the learner you are assisting.
6	Help learner build upon their sign language skills.
7	Adhere to the discipline protocol set forth by the classroom teacher and ensure all district guidelines are met.
8	Advocate for the learner to enhance the learning experience while also encouraging the learner to advocate for themselves to achieve success in the classroom.
9	Follow lesson plans established by the teacher and track learners progress.
10	Ensure learner has the opportunity to participate in all facets of their education experience including concerts, field trips and fundraisers.
11	Oversees the learners needs pertaining to their well being such as ensuring they are fed or have appropriate breaks.
12	Assist with personal needs i.e. toileting, personal hygiene (face/hands), preparing meals/snacks and feeding assistance.
13	Assist with moving learner from one area to another perhaps via wheelchair, scooter or bike.
14	Assist with transition from wheelchair to stander or sensory location (beanbag, swing).

<b>Minimum Qualifications</b>	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Knowledge of American Sign Language.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of American Sign Language</li> <li>• Knowledge of District policies and building rules.</li> <li>• Knowledge of disciplinary policies.</li> <li>• Knowledge of general safety and health rules.</li> <li>• Knowledge of CPR/first aid.</li> <li>• Knowledge of basic office equipment and procedures.</li> <li>• General knowledge of the principles and practices of an instructional paraprofessional.</li> <li>• General knowledge of crisis prevention intervention techniques.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in interpreting for students with ASL needs.</li> <li>• Skill in applying disciplinary policies.</li> <li>• Skill in relating to and understanding children.</li> <li>• Skill in developing a rapport with children and explaining concepts in a simple and understandable manner.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.</li> <li>• Ability to physically restrain a student with help of others if a student's behavior escalates to a potentially dangerous level.</li> <li>• Ability to establish and maintain effective working relationships with students and staff.</li> <li>• Ability to handle every day, reoccurring basic assignments and problems (including college entry courses).</li> <li>• Ability to apply regular and repetitive procedures.</li> <li>• Ability to read and interpret basic workplace data.</li> <li>• Ability to communicate effectively, both verbally and in writing, with students, parents, community professionals, and fellow staff.</li> <li>• Ability to write clearly and concisely.</li> <li>• Ability to use modern office equipment and related software.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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