

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: INSTRUCTIONAL PROGRAM TECHNICIAN – DEAF AND HARD OF HEARING (DHH) (Range 23)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of independent instructional and clerical work in support of an assigned instructional program; assist special education students with a variety of American Sign Language (ASL) and amplification needs.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of independent instructional and clerical work in support of an assigned instructional program; communicate with instructors, administrators and students related to individual education plan (IEP) objectives. *E*

Assist aurally handicapped students in special projects according to established procedures; assist students in meeting their communication needs. *E*

Communicate with a variety of personnel, including teachers, administrators and outside organizations and provide information related to program objectives; answer telephones, take messages and respond to questions; contact employers and receive payroll and employment information for program students as assigned. *E*

Coordinate and maintain hearing aid devices, Frequency Modulated (FM) equipment and amplification systems for Special Education students district-wide; consult with teachers and administrators regarding individualized student needs to assist in meeting the goals of the IEP. *E*

Initiate and maintain inventory of all hearing aid devices, FM equipment, amplification systems and materials; ensure that equipment at school sites are in proper working order and staff understand and follow maintenance requirements; maintain equipment supplies at school sites; troubleshoot problems with equipment; repair equipment and/or arrange for repairs. *E*

Maintain current information regarding equipment availability and cost. *E*

Receive referrals from Special Education Services for students needing evaluation for hearing aid devices, FM equipment, amplification systems and/or materials. *E*

Deliver materials, services and equipment to school sites; set-up, take down and provide routine maintenance and technical support on amplification systems and related software. *E*

Attend in-services, monthly meetings, conferences and training regarding the communication needs of aurally handicapped students. *E*

Train students and staff on the use of hearing aid devices, FM equipment, amplification systems and related software. *E*

E=Essential functions

Established 7-6-17

Prepare requisitions for purchase orders and submit to appropriate personnel for signature and approval; maintain related records. *E*

Coordinate, process and monitor requests for signing aides and interpreter coverage for the DHH program. *E*

Prepare and maintain a variety of records and reports related to program. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State and federal laws, district rules and regulations regarding students with disabilities.

Inventory methods and practices.

Operation of various hearing aid devices, FM equipment, amplification systems and equipment.

Interpersonal skills using tact, patience and courtesy.

Terminology used in Special Education Programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Working knowledge of district technology support devices.

Record-keeping techniques.

Telephone techniques and etiquette.

American Sign Language (ASL)

**ABILITY TO:**

Perform a variety of independent instructional and clerical work in support of an assigned instructional program.

Assist special education students with a variety of amplification systems.

Schedule and coordinate signing aides, ASL interpreters and substitutes.

Understand and relate to children with special needs.

Maintain records and files.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Provide technical assistance in obtaining and using equipment.

Read, interpret, apply and explain rules, regulations, policies and procedures

Travel to district sites to conduct work

Communicate via cell phone to provide coverage for DHH program.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years experience working with a DHH program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Must maintain a cell phone for communication (will receive district cell phone stipend).

Satisfactory completion of the Basic Skills Assessment Test.

E=Essential functions

Established 7-6-17

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle from school site to school site to deliver materials and equipment.

Classroom environment.

**PHYSICAL ABILITIES:**

Seeing to set-up, program and maintain equipment.

Dexterity of hands, wrists and fingers to operate equipment.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting equipment, reaching overhead, above shoulders and horizontally to store and retrieve materials and equipment.