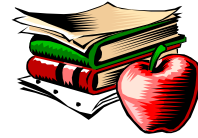




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Sign Language Aide/Instructional Aide

Revised 11/22

DEFINITION

Under the supervision of the Special Education Director for the hearing impaired, uses sign language to translate conversation for hearing impaired individuals, provides classroom and individual communications assistance in a program for the hearing impaired.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Act as communicator between hearing impaired student and teacher when necessary, and between student and peers when appropriate. E
- Consult with integrated class teachers to determine where students may need special help. E
- Act as a liaison between the program for the hearing impaired and regular classroom teachers. E
- Support and maintain classroom policies. E
- Tutor individuals or small groups of students, reinforcing instruction as directed by the teacher. E
- Assist in the administering and scoring a variety of tests according to student performance and behavior. E
- Perform routine clerical duties; operate classroom and office equipment including computers, copy machines, and other equipment. E
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. E
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. E
- Direct group activities of students assigned; assist in monitoring students as directed. E
- Confer, as needed, with teachers concerning programs and materials to meet student needs. E
- Participate in meetings and in-service training programs as assigned. E
- Provide services in instructional aide position when sign language services are not needed on any given day. E
- Perform other related duties as assigned.

Work Year

- As needed for 3 hours per day for a minimum of 10 months per year.

MINIMUM QUALIFICATIONS

Education

AA Degree, 48 semester units of higher education, or passage of CODESP examination

Experience

Experience working with hearing impaired individuals who use manual communication

Licenses and Other Requirements

RID Certification, or score of 4.0 or higher on the EIPA, ESSE-I/R, or the NAD/ACCI assessment

KNOWLEDGE AND ABILITIES

Knowledge of

- Computer skills using MS Word, MS Excel, e-mail, etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic knowledge of specific subject matter to which assigned.
- General needs and behavior of students of various backgrounds.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to

1. Understand the nature of deafness and its effects on the language development of deaf students.
2. Effectively utilize sign language systems used by the deaf.
3. Utilize skills to translate the spoken word into the language of signs at a reasonable conversational rate using a straight language sign system. (e.g., Signing Exact English or Signed English, American Sign Language).
4. Reverse interpret from sign language to the spoken word in manually coded English and American Sign Language.
5. Effectively assist hearing and deaf individuals in the communication process.
6. Assist in the educational process in the program for the hearing impaired.
7. Assist certificated teacher/s with assigned instructional activities.
8. Assist with instruction and related activities in classrooms or assigned learning environments.
9. Maintain effective and cooperative relationships with teachers, students, administrators, parents, other employees, and the general public.
10. Perform routine clerical duties in support of classroom activities.
11. Print and write legibly.
12. Understand and follow oral and written directions.
13. Learn procedures, functions, and limitations of assigned duties.
14. Communicate effectively orally and in writing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor classroom environment subject to interruptions.

Physical Demands

- Occasional bending, pushing, and moving.
- Lifting of objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances to monitor student's behavior during classroom activities.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Kneeling and standing for extended periods of time.
- Repetitive use of wrists, hands, and fingers.