

INSTRUCTIONAL ASSISTANT - SIGN LANGUAGE

DEFINITION

Under supervision to perform paraprofessional instructional activities as directed by a certificated employee for hearing impaired students; to translate conversation and provide intensified learning experience for hearing impaired students; to provide a variety of clerical and supportive tasks for teachers and hearing impaired students; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this class are distinguished by the emphasis on knowledge of educational implication of hearing loss; Sign Exact English to Manually Coded English and finger spelling; knowledge of American Sign Language is desirable; assist hearing-impaired students in a flexible and understanding manner. Incumbents are required to be continuously present and responsible, with little free time. Incumbents assist teachers in supervising, controlling, and training hearing-impaired students. They participate as a total team member.

EXAMPLES OF DUTIES

Assist teachers with the presentation of learning materials; tutors individuals and small groups of students; interpret by signing, finger spelling, and silent or verbal vocalization all instruction and discussions for hearing impaired students; assist students with practicing oral, written, lip reading, and sign language skills; monitors and assists students in activities such as drill, practice, and study research after lessons and instructions have been given by the teachers; oversees and supervises students during classroom activities, recess periods, and field trips; maintains student records and files; prepares instructional materials; assist in identifying and learning needs of hearing-impaired students and confers with teachers about these needs; work with the aurally handicapped individually or in small groups by tutoring, reinforcing or following-up on the lessons and assignments; assists in testing, scoring tests, and in the evaluation of instruction and student's progress and problems; check workability of hearing aids and listening ability of students; supervisor and interpret for students during special activities such as music classes, physical education classes, movies, and library time; may follow teacher's lesson plans, may assist teacher in preparation of plans or develop own plans based on teacher's direction and explanation of student's need; oversees students and does related work as required.

QUALIFICATIONS

Knowledge of

Educational implications of hearing loss; signing exact English or manually coded English signs and finger spelling; American Sign Language desirable; English, grammar, spelling and punctuation; oral and written communications skills; basic methods used in instruction; simple clerical and filing methods; nature of deafness and its affect on the language development of the deaf child; the concept of total communication: use of residual hearing, speech reading, and manual communication; and hearing apparatus and equipment.

Ability to

Learn to understand the process of educating hearing-impaired students; assist hearing-impaired students in a flexible and understanding manner; supervise students according to school rules and procedures; understand and follow oral and written directions; work cooperatively with others; communicate effectively with others; establish and maintain effective working relationships with others; demonstrate competency in signing and finger spelling at a normal conversational rate (120+ words per minute); prepare instructional materials for student use; maintain records and files; demonstrate patience, warmth, and liking for hearing-impaired student; confer with teachers and parents concerning student programs; take responsibility for supervising students; demonstrate reverse interpret from sign language to the spoken word in one or more sign language systems and pass required mathematics, reading, and basic writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST.

Experience

Considerable paid or volunteer experience working with people who can and/or must communicate using manual communications, some of which must have been working with children; or a definite strong potential for working with the hearing impaired students.

Education

Equivalent to the completion of the twelfth grade, preferably supplemented by courses in signing exact English signs and finger spelling and educational implication of hearing loss, or equivalent experience.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.
Certification by the Registry of Interpreters of the Deaf (RID) or equivalent.

Board Approved: July 28, 1983

Revised: October 14, 1997

Revised: May 11, 1999

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