



PERSONNEL COMMISSION

Class Code: 3271
Salary Range: 16 (C1)

INSTRUCTIONAL AIDE - DEAF/HARD OF HEARING

JOB SUMMARY

Under immediate supervision, reinforce lessons and instruct students individually or in groups within a special class for hearing impaired students using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Translate oral or written English through total (simultaneous signing and oral) communication to facilitate the instructional program. **E**
- In accordance with established guidelines, assist teachers with individualized instruction (such as IEP) by matching instruction to the need of the student. **E**
- Use total communication continuously while performing work assignments, or on the follow up of learning activities. **E**
- Help students learn how to sequence tasks. **E**
- Assist with monitoring classroom, outdoor, playground nutrition, and field trip activities to direct students into safe activities and encourage positive relationship skills. **E**
- Guide children to relate and respond to individuals and groups who are not handicapped. **E**
- Establish and maintain contact with outside agencies for assistance in obtaining hearing aids and glasses. **E**
- Assist children in learning to become self-reliant. **E**
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established district policy.
- Assist students in learning patterns of speech by helping them produce sounds, words, and sentences. **E**
- Help children learn to be aware of their personal appearance and how to take care of personal needs. **E**
- Assemble material for classroom projects. **E**

- Make charts or tapes, and prepare displays. ***E***
- Type material and prepare masters. ***E***
- Operate duplicating equipment. ***E***
- Perform incidental housekeeping tasks, such as arranging objects, putting things away, cleaning tables, chairs and work areas. ***E***
- Assist with lifting students in and out of wheelchairs. ***E***
- Inform teacher and/or specialist of student progress and/or problems. ***E***
- Give guidance and provide examples for student learning in various areas, such as academic learning, vocational skills, social and leisure skills, auditory training equipment/hearing aids, physical development, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene. ***E***
- Assist with bus and transportation related tasks, including the accompaniment of students on a bus. ***E***
- Observe and record information about student behavior and other significant data. ***E***
- Perform a variety of routine clerical and record keeping activities, such as filing, taking roll, collecting monies, filling out forms and applications, correcting papers, assisting in yearly inventory, recording scores, keeping lesson plan booklets, and typing tests, memoranda, forms, worksheets, individual education plans, simple agendas and similar material. ***E***
- Compile lists and reports from available data. ***E***
- Set up and arrange supplies and equipment for student use. ***E***
- Decorate classrooms, resource rooms, libraries, and other student areas. ***E***
- Administer and score tests. ***E***
- Operate audio-visual equipment. ***E***
- Demonstrate use of equipment and teaching aids to students. ***E***
- Assist teacher in maintaining cordial relationships between home and school and parent involvement activities. ***E***
- May participate in parent-teacher conferences.
- May make minor adjustments on audiological/hearing aids and/or devices.
- May assist with the training and orientation of other support staff and aides.
- May participate and assist in parent and staff training programs.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the related Instructional Aide classification by the fact that special communication skills are required. An incumbent translates verbal and written educational information or instructions using sign language skills. The Instructional Aide-Deaf/Hard of Hearing is responsible for translating direct information to students primarily within a special education classroom. Individuals assist students

by using sign language to help deaf and hard of hearing students learn to function in a hearing environment. They are primarily assigned within a special education classroom in elementary, middle, or high schools.

EMPLOYMENT STANDARDS

Knowledge of:

Sign language or manual communication.
Practical learning patterns and behavior of students.
Basic concepts of child development and behavior.
Reading, writing and English.
Number concepts.
Principles of colors, hues, pigments, and tints.
Classroom management.
English usage, spelling, grammar and punctuation.
Basic math.
Basic record keeping.
First aid.

Ability to:

Communicate orally and with total communication.
Motivate children to participate in learning activities.
Maintain emotional control under difficult situations.
Apply knowledge and practice with judgement.
Maintain a continuing relationship with the same students and staff over a prolonged period.
Recognize hazards to safety.
Learn laws, rules, practices and procedures related to the education program to which assigned.
Perform routine clerical work; such as posting figures, typing, sorting, measuring, cutting, filing, and duplicating.
Learn to operate educational office machines or devices which aid the student or the instructional program.
Present classroom materials.
Work well with students.
Read, write and speak English, while simultaneously communicating effectively in manual or sign language.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Demonstrate a willingness to work collaboratively as an educational team member.
Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level course work relating to total communication as used in this class such as, American Sign Language, Signing Exact English. Completion of course work in Child Psychology, Early Child Care, or Child Growth and Development, is preferred.

Experience:

Six months of experience using total communication, preferably working with children. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal basis.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Classroom environment, learning center, community setting, playground or school bus. Selective positions may call for the employee to physically assist the students.

The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL DEMANDS

May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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