



PERSONNEL COMMISSION

Class Code: 3284
Salary Range: 35 (S1)

SUPERVISING INSTRUCTIONAL AIDE – DEAF/HARD OF HEARING

JOB SUMMARY

Under general supervision, organize, coordinate, participate, and supervise in the work of personnel engaged in the assignments which reinforce lessons and instruction to students individually or in groups 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.

- Review work and schedules of assigned personnel to ensure established student support standards are met; reassign workload to meet deadlines and priority assignments within established authority. **E**
- Set up and arrange supplies and equipment for deaf/hard of hearing student use. **E**
- Assist other classroom support personnel in learning more complex signs or communication patterns where difficult subject matter, ideas, or processes are involved (i.e. math, geometry, science, etc.). **E**
- Assist in the development of and make recommendations regarding classroom procedures related to hearing impaired communications. **E**
- Conduct in-service training. **E**
- Assign, train, and evaluate subordinate personnel in the proper performance of duties and responsibilities, but especially as to the technical skills in total communication. **E**
- Help others to learn how to or to better sequence tasks. **E**
- Observe and record information about student behavior and other significant data.
- Participate in parent-teacher conferences. **E**
- Participate and assist in parent or staff training and orientation programs. **E**
- Translate oral or written English through simultaneous manual signing and oral communication to facilitate the instructional program of a student or classified support person. **E**
- Use total communication continuously while performing work assignments or on the follow up leaning activities. **E**

- Assist with monitoring classroom, outdoor, playground and field trip activities to direct students into safe activities and relationships. *E*
- Give guidance and provide examples for student learning in various areas, such as academic learning, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene. *E*
- Establish and maintain contact with outside agencies for assistance in obtaining hearing aids and glasses. *E*
- In accordance with established guidelines, assist teachers with individualized instruction by matching instruction to the need of the student. *E*
- Assist with bus and transportation related tasks, including the accompaniment of students on a bus. *E*
- Operate a computer. *E*
- Assist children in learning to become self-reliant. *E*
- Help others to learn to relate to individuals and groups who are not handicapped. *E*
- Administer first aid or necessary physical assistance to ill or distressed students, may administer prescribed medication in accordance with established district policy. *E*
- Assist student in learning patterns of speech by helping them produce sounds, words, and sentences. *E*
- Inform teacher or specialist of student progress and/or problems. *E*
- Help children learn to be aware of their personal appearance and how to take care of personal needs, such as operating the auditory training equipment and their hearing aids. *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 teachers with classroom activities for students. *E*
- Assist with lifting students in and out of wheelchairs. *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, 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*
- Administer and score tests. *E*
- Operate audiovisual equipment. *E*
- Demonstrate use of equipment and teaching aids to students. *E*
- Adjust employee grievances. *E*
- May make minor adjustments on audiological/hearing aids and/or devices.

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 class is distinguished from either of the related classes of Instructional Aide-Deaf/Hard of Hearing or Instructional Aide Interpreter-Deaf/Hard of Hearing by the responsibility to train, supervise, and evaluate subordinates who are the interpreters working in a regular or mixed (i.e., special class and regular class) classroom setting and interpret complex subject matter and educational concepts to deaf-hard of hearing students, and in turn, reverse interpret to the teacher the student's understanding, or problems the students has in understanding the educational concepts and related primary information. The Instructional Aide-Deaf/Hard of Hearing is responsible for translating direct information to students primarily within a special education classroom.

EMPLOYMENT STANDARDS

Knowledge of:

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

Ability to:

Train, supervise, and evaluate the work of others.
Maintain emotional control under difficult situations.
Apply knowledge and practice with judgment.
Maintain a continuing relationship with the same students and staff over a prolonged period.
Learn laws, rules, practices and procedures related to the education program to which assigned.
Establish and maintain effective relationships with those contacted in the course of work.
Demonstrate a willingness to work collaboratively as an educational team member.
Interpret sign language into visual or oral communication.
Simultaneously interpret the spoken word into manual communication using American Sign Language (ASL), finger spelling and/or Signing Exact English (SEE).
Communicate orally and/or with manual communication within the core curriculum using appropriate vocabulary skills.
Motivate children to participate in learning activities.
Recognize hazards to safety.

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 children.

Read, write and speak English, while simultaneously communicating effectively in sign language.

Understand and carry out oral and written instructions.

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.

Some college-level course work directly related to this classification, such as Child Psychology, Early childcare, or Child Growth and Development is preferred.

Experience:

Three years of interpreting experience using total communication, preferably working with children. Some lead or supervisory responsibility, preferably in a public agency, is desirable.

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

Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above:

1. National Association of the Deaf (NAD)

2. American Consortium of Certified Interpreters (ACCI)
3. Educational Interpreters Performance Assessment (EIPA)
4. Educational Sign Skills Evaluation (ESSE)

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

WORKING ENVIRONMENT

Classroom, learning center, community setting, playground or school bus.
The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL DEMANDS

Selective positions may call for the employee to physically assist the students(s).
May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.
Must have visual acuity to work in various locations within a learning center and hearing and talking skills to support the deaf/hard of hearing student in such a setting using total communication.

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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