



Leadership • Collaboration • Support

JOB TITLE: Paraeducator, Deaf/Hard of Hearing

CSEA Salary Schedule, Range 25

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist a certificated instructor in all areas as assigned, and to assist in maintaining a classroom conducive to learning. Assists the instructional staff by facilitating communications with D/HH students. Provides access to the general education curriculum and provides instructional support as necessary.

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent; AA degree desired.
- An Associates degree or 48 units from an institution of higher education. Otherwise, a passing grade on all sections of the assessment test given by SCOE and a minimum of two (2) college units or CEUs in related field.
- Completed a minimum of two-to-three (2-3) years of experience working with D/HH students in a signing environment desired.
- Score of 3.0 or higher on approved interpreter assessment, or native ASL user.
- Completion of Interpreter Training Program (ITP) desired, and/or a minimum of one (1) year of sign language classes desired.

KNOWLEDGE OF:

- Educational implications of hearing loss, the nature of deafness, and its effect on language development.
- Rationale for the use of American Sign Language (ASL), Signing Exact English II (S.E.E. II), Conceptually Accurate Signed English (CASE), and the concept of Total Communication.
- Amplification systems/devices.
- Instructional tutorial procedures.
- Standard oral and written English (e.g., grammar, spelling, punctuation, etc.).

ABILITY TO:

- Facilitate communication at a normal conversational rate in S.E.E. II, CASE, and/or basic ASL.
- Understand and follow oral, written, and signed directions.
- Establish and maintain effective working relationships with students and adults.
- Work with students in specialized and regular settings, using patience and understanding.
- Handle confidential matters with discretion.
- Learn and apply basic methods and procedures to be followed in behavioral or medical needs.
- Must have CPR and first aid certification, or ability to obtain.
- Possession of a valid California driver's license preferred.

ESSENTIAL DUTIES

- Assists certificated teacher in operating a classroom and instructing individual or small groups of students.
- Helps maintain order in the classroom and assists instructor with appropriate discipline when necessary.
- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records.
- Facilitates communication and assists students in non-academic general education subjects.
- Coordinates with the teacher to tutor students in subject areas in which they are mainstreamed.
- Assumes note-taking responsibilities in general education classes.
- Assists individual students in specific problem areas such as academics, coping with disabilities, encouraging independence, etc.
- Monitors assistive listening devices (hearing aids and FMs).
- Assists in implementing behavior plans/interventions.
- Assists in performing SPHCS.

- Collects, reviews, grades, records, and files students' work.
- Performs class-related clerical work.
- Assists students in use of computers.
- Assists students in learning proper grooming habits and personal hygiene.
- Assists in maintaining a clean and orderly classroom.
- Receives and records money for lunch or classroom activities.
- Assists students in utilizing public transportation.
- Assists in feedings students, serving and preparing lunches, and post-meal cleanup.
- Assists students with toilet functions; taking them to the bathroom, changing diapers, assisting students with cleanup, and changing clothes when necessary.
- Assists students to and from buses, lifting students, and/or pushing wheelchairs when necessary.
- Assists students in physical education and motor skill activities such as balancing, throwing and catching, swimming, sensory perception, etc.
- Supervises students in community-based or general education-based programs.
- Assists students and staff with the utilization of specialized equipment as appropriate.
- Supervises students in learning basic vocational skills such as cleaning, grounds-keeping, landscaping, food preparation, facility preparation, etc.
- Assists students in learning related skills necessary for successful performance of aforementioned vocational areas such as consumer math, hygiene, safety procedures, communication skills, independence, equipment use, and interpersonal skills.

MARGINAL DUTIES

- May attend meetings such as IEP, SARB, parent-teacher, etc.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (60%) Walking (20%) Sitting (20%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or
Pulling Loads (2) Reaching
Overhead (2) Kneeling or
Squatting (2)

Climbing Stairs (2) Climbing Ladders (0)