



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## **INSTRUCTIONAL ASSISTANT–SIGN LANGUAGE (DEAF/HOH)**

### **JOB SUMMARY:**

Under direction of certificated staff and general supervision by the site administrator or designee, performs paraprofessional instructional activities utilizing, sign language to communicate/translate/interpret verbal and educational information or instructions for deaf/hard of hearing students; uses communication skills including, but not limited to, American Sign Language (A.S.L.), English gestures, visual imagery/pictures, and individual Signed Exact English (S.E.E.); performs associated clerical and supportive tasks.

### **CLASS CHARACTERISTICS:**

This class is distinguished from other classes in the Instructional Series by requiring the ability to communicate with deaf and hard of hearing students using appropriate sign language (A.S.L. or S.E.E.) and other communication skills as required by the student's Individual Education Plan (IEP). Incumbents may be assigned to sign and interpret for a student being mainstreamed into general education classroom or may assist in a deaf/hard of hearing classroom.

### **REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):**

Work with deaf/hard of hearing students individually and/or in groups tutoring, reinforcing, and following-up on learning activities; ***E***

Translate oral or written English through simultaneous signing and oral communication to facilitate the instructional process; ***E***

Interpret for certificated staff when assisting a single or small group of main streamed deaf/hard of hearing student(s) into a general education classroom; ***E***

Guide, instruct and/or provide examples to students in a variety of areas, including physical development and fitness, communication, personal hygiene, academic learning, vocational skills, individualizing instruction in accordance with established guidelines and modeling certificated staff teaching patterns; ***E***

Assist students to learn normal oral speech patterns by helping them produce sounds, words and sentences; ***E***

Assist students to learn sign language; ***E***

Assist in preparing and utilize a variety of instructional materials according to instruction/guidance of certificated staff; *E*

May be called upon to attend meetings and to utilize interpreting skills in various contacts with parents and others in a school environment; *E*

Assist certificated staff with student supervision during classroom and outdoor (or playground) activities, learning centers, library, field trip activities, and during emergency and preparedness drills;

Help students relate to others who are not disabled and assist students in improving their self-reliance;

Assist students in learning to be aware of their personal appearance, and be responsible for their personal needs;

Perform routine office duties such as record keeping, filing and duplicating instructional materials as assigned;

Consult with certificated staff regarding student progress and behavior;

Assist in maintaining a disciplined, neat, orderly and attractive learning environment;

Perform other duties as required to accomplish the objectives of the position.

**SUPERVISION:**

General supervision is received from the site administrator or designee. Direction is provided by certificated staff.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Methods, practices, techniques, and terminology used in the instruction of deaf and/or hard of hearing students, including knowledge of academic subject matter at a level sufficient to ensure proper use of terminology and signs, logical sequence of ideas and overall continuity of an interpretation;
- Current developments, trends, techniques in interpreting for the deaf and hard of hearing;
- General needs and behaviors of deaf and hard of hearing children;
- Practical learning patterns and behavior of students;
- Basic concepts of child development and behavior;

- Adaptive devices and resources available to deaf and hard-of-hearing students;
- English usage, reading, writing, speaking, spelling, grammar and punctuation skills;
- Basic record-keeping procedures;
- Regular classroom subjects including language arts, reading, mathematics and other.

**Ability to:**

- Interpret to students written and verbal educational materials utilizing American Sign Language or Signed Exact English;
- Translate sign language into oral English;
- Assist deaf/hard of hearing students in a flexible and understanding manner;
- Work successfully with a variety of students;
- Work and communicate effectively with other adults in the school setting;
- Motivate students to participate in learning activities;
- Develop and/or modify instructional materials to meet the needs of deaf and/or hard of hearing students;
- Learn to instruct following modeling of certificated staff assigned;
- Learn and apply District and school policies and procedures;
- Operate a variety of modern office equipment, including personal computer and word processing software;
- Determine and retain privileged communications;
- Establish and maintain accurate records;
- Understand and carry out instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Completion of course work in interpreting for the deaf is desirable.

**Experience:**

- Prior paid or unpaid experience as an interpreter for the deaf, using expressive and receptive forms of manual and oral methods of communication is highly desirable;
- Prior paid or unpaid experience involving the supervision of children in an organized setting is highly desirable.

**LICENSES REQUIRED:**

Some positions may be required to possess a valid and appropriate California Driver License.

Effective July 1, 2009, and thereafter, an educational interpreter shall be required to meet the following State qualification standards:

- Certified by the National Registry of Interpreters for the Deaf (RID), or equivalent; OR
- In lieu of RID certification or equivalent, must have achieved a score of 4.0 or above on the:
  - Educational Interpreter Performance Assessment (EIPA); OR
  - Educational Sign Skills Evaluation-Interpreter and Receptive (ESSE-I/R); OR
  - National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) assessment.

If providing Cued Language Transliteration, in addition to the above certification shall possess the following:

- Testing/Evaluation and Certification Unit (TECUnit) certification; OR
- In lieu of TECUnit certification, must have achieved a score of 4.0 or above on the Educational Interpreter Performance Evaluation (EIPA) Cued Speech.

All of the above certificates and registrations must be maintained as a condition of continued employment.

**PHYSICAL DEMANDS WORKING ENVIRONMENT AND HAZARDS:**

Frequently stands, walks, sits, stoops, bends, and reaches over head; constantly uses fingers on both hands, twists wrists and uses body and facial expressions for signing; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment and to see students signing; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a classroom and/or playground environment, with guidance from a classroom teacher and/or available site administrator. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last Revised 9/14/06

Reviewed with no revisions 4/26/07

Revised 8/14/08

Revisions effective: 11/14/2013

Job Description Review and Revisions Effective: 7/9/15