

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Paraprofessional, Deaf/ Hard of Hearing - SIGN	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-30/CSEA 125 Salary Schedule

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**(Former Classification: Instructional Assistant – Special Education (DHH-Sign))**

**BASIC FUNCTION:**

Under direct supervision of an assigned supervisor, assist in providing high quality instruction to individual or small groups of Deaf and Hard of Hearing (DHH) students in a classroom; monitor and report student progress regarding behavior and performance in a reasonable, timely manner to assist students to achieve their personal best; perform a variety of clerical duties as assigned.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Support student understanding of concepts/content within a variety of media sources such as announcements and captioned information in support of providing students access to high quality learning options and activities. *E*

Support attempts at developing independent communication strategies to demonstrate the desire to educate each student at a high level. *E*

Structure linguistic information in a way that is auditorily and/or visually accessible to Deaf and hard of hearing students, under the direction of the teacher to implement practices proven to raise student achievement. *E*

Communicate proficiently using a signing system such as American Sign Language (ASL), Pidgeon Signed English (PSE), Manually Coded English (MCE) and facial expressions appropriate to student's level of understanding. *E*

Provide a social/cultural link for students and staff to build supportive relationships within the school setting to demonstrate the character and competencies for student success. *E*

Check proper functioning of hearing aids and auditory equipment to meet the needs of students, parents and staff. *E*

Assist and tutor students in academic and non-academic subjects, note taking, listening skills and speech to help educate students at a high level. *E*

Assist students in mainstream classes and communicate students' progress to the teacher. *E*

Assist with daily activities and supervise students on the playground, in the cafeteria and during bus loading and unloading; direct learning activities in the classroom under the direction of the teacher and assist in maintaining discipline and monitoring the classroom. *E*

Assist in keeping facilities neat, clean and safe to create a high quality environment for students. *E*

Modify and prepare instructional materials for the Deaf and hard of hearing, as directed by the teacher; prepare materials timely for learning activities in the Special Day Class-Deaf and Hard of Hearing (SDC-DHH)

environment. *E*

Accompany and assist in supervising children on field trips during regular working hours. *E*

Assist the teacher in general clerical work, accurate record keeping, inventory, storage, and handling of instructional materials. *E*

Assist Deaf and hard of hearing students with personal hygiene; wash hands and faces; toilet students and change diapers and clothing as needed. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and 48 college units or NCLB compliant; two years of experience working with Deaf and hard of hearing children in an organized setting preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Sign language skills.

Educational implications of hearing loss.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language, and reading.

Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.

Child guidance principles and practices.

Auditory equipment and functions including but not limited to, hearing aids, cochlear implants and FM systems.

Language development.

Safe practices in classroom and playground activities.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

Basic computer skills.

**ABILITY TO:**

Assist Deaf and hard of hearing students in a flexible and understanding manner.

Establish and maintain effective and cooperative relationships with a diverse range of people.

Communicate, understand and follow both oral and written directions effectively.

Read and write clearly and distinctly.

Use clear speech and correct lip movements in speech production with expressive face and eyes.

Monitor the speech and language of Deaf and hard of hearing students.

Operate instructional, audiovisual, duplicating equipment and computers.

Learn the functions, procedures and limitations of assigned duties.

Learn the requirements for the physical care of Deaf and hard of hearing students.

Prioritize and schedule work to meet schedules and time lines.

Learn current computer systems/software programs to apply to work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Apply integrity and trust in all situations.

Actively participate in meeting District goals and outcomes.

Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor classroom environment and outdoor environment; exposure to anti-social behavior; exposure to bodily fluids and infectious diseases; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity of hands and fingers to sign and finger spell; continuous use of elbows, shoulders, neck, back, lips and/or jaw; sitting or standing for extended periods of

time; reaching overhead, above the shoulders and horizontally, bending at the waist to assist students.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

***E=Essential Functions***