

JOB DESCRIPTION

FREMONT
UNIFIED
SCHOOL
DISTRICT

SPECIAL EDUCATION PARAEducATOR/SIGN LANGUAGE

Series: AIDE
Code: SLA

DEFINITION

Under supervision, to assist certificated staff with the supervision and training of hearing-impaired students; to interpret for teachers, administrators, parents and students as needed; and to perform other job-related duties as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Under teacher-direction, assists with the implementation of goals and objectives of students' individualized educational program.

Interprets and provides transliteration for students while reinforcing instruction on an individual or small group basis, drilling or tutoring students as needed.

Provides behavior examples in social, emotional and functional skills, as applicable to the program.

Interacts with students in their activities, encouraging performance, observing progress and sharing observations with teacher.

Supports the goals and objectives of classroom activities by preparing materials and obtaining required supplies or equipment.

Works with students during activities and assists with cleanup, after activity.

Provides necessary supervision and aid in such activities as field trips, rest time, registration, attendance, playground, meal service and the arrival and departure of students.

Assists in maintaining a viable level of supervision in the classroom.

Assists students with personal care and follows accepted principles, practices, rules and regulations in regard to feeding, toileting, lifting, and caring for physically handicapped children if needed.

Monitors and supports behavioral program as defined by the teacher.

Assists in charting targeted behaviors.

Keeps records.

Follows student progress on needs assessment charts with teacher supervision.

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

May assist students with activities using a computer.

May schedule and attend IEP meetings to provide input on students' progress.

May operate duplicating machines and audio-visual equipment, arranges classroom bulletin boards and materials.

May type simple correspondence, lesson plans and materials.

Corrects papers.

QUALIFICATIONS

Knowledge of:

American Sign Language;

Deaf and hearing impaired community and culture;

Good English usage, spelling and grammar;

Elementary arithmetic;

First Aid;

Medical information relating to handicaps and specialized equipment and requirements such as shunts, crutches and catheters;

Disabilities and effects of handicapping conditions such as Muscular Dystrophy, Cerebral Palsy, Autism, Severe Emotional Disturbances, etc.

Ability to:

Sign, interpret and transliterate fluently for hearing impaired students, their parents and others with whom the students come into contact;

Work efficiently, positively, patiently and unemotionally, displaying mature self-control, with handicapped and children of varying age groups;

Engage in strenuous physical activities such as lifting and moving of children;

Perform simple typing and other clerical tasks;

Learn the use of duplicating, audio-visual and office equipment;

Perform and participate in special areas of instruction;

Maintain strict confidentiality;

Relate to students' cultural background and individual needs;

Pass the specified examination equivalent to the District's high school competency test;

Understand and carry out oral and written directions;

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Education: Education equivalent to completion of the twelfth grade, preferably supplemented by some college-level courses in American Sign Language, interpreting, transliterating, special education, psychology or child development.

Experience: One year of related experience or training in the care and supervision of children and in general clerical work that would indicate possession of the knowledge, skills and abilities outlined above.