

## Sweetwater Union High School District

### INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION/AMERICAN SIGN LANGUAGE

#### **Purpose Statement**

Under the direction of an assigned supervisor or certificated teacher, assists in the supervision, care and instruction of special education students who are deaf and/or hard of hearing; assists in implementing plans for instruction; performs a variety of clerical support duties related to classroom and program activities; and communicates with students and/or staff through American Sign Language. Incumbents may be assigned to a program, classroom, or to assist specific students.

#### **Essential Functions**

- Interprets for hearing-impaired students, staff, parents, adults and others (e.g. voice to sign/sign to voice in more than one sign language system, etc.) for the purpose of providing communication between voice to sign and sign to voice.
- Reverse-interprets spoken words of hearing impaired student(s) (e.g. if student has limited speech, etc.) for the purpose of facilitating classroom instruction of the hearing impaired student(s).
- Provides American Sign Language interpretation for group meetings for the purpose of providing content understanding to hearing impaired participants.
- Assists the classroom teacher in instructing student(s) in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implementing plans for redemption of student(s) deficiencies in accordance with student(s) individual educational program (IEP) goals, and ensuring student(s) success in school.
- Assists the classroom teacher in the implementation of instructional programs in accordance with lesson plans for the purpose of improving students' academic success through a defined course of study.
- Assists the classroom teacher to adapt classroom work for the purpose of providing a method to support and/or reinforce lesson plans.
- Monitors students in a variety of settings (e.g. classroom, library, playground activities, buses, etc.) for the purpose of providing a safe and positive learning environment.
- Confers with teachers, and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Responds to a variety of inquiries (e.g. teachers, students, parents, etc.) for the purpose of providing necessary information as may be required.

#### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge, and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: interpreting for hard of hearing students using American Sign Language (voice to sign and sign to voice); adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to work as a team player, accept a variety of interpreting assignments at different locations when assigned, and support the development of student(s) language, communication, self-advocacy, and other developmental needs in collaboration with other educational team members. Ability to schedule activities and/or meetings; gather and/or collate data using job-related equipment. Flexibility is required to work with others in a variety of circumstances; to work with a diversity of individuals and/or groups; and utilize a variety of job-related equipment. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under some hazardous conditions.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

**Required Testing**

Pre-employment Proficiency Test or 48 college credits.

**Certificates & Licenses**

SUHSD American Sign Language Assessment  
(Minimum score of 2: Average)

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background  
Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*

*Paraprofessional Job Description  
Adopted by BOT 06/12/17*

*Salary Range: 44*