CHICO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL PARAPROFESSIONAL SPECIALIZED:
HEARING IMPAIRED/DEAF

**DEFINITION:**
Under general supervision of assigned management employee, assists certificated staff in monitoring of student activities, maintenance of a suitable learning environment and learning experiences, preparation of appropriate materials, and providing a safe and healthy environment. Assists in the planning and implementation of an educational program for children and performs a variety of general clerical duties.

**SUPERVISION RECEIVED AND EXERCISED:**
Receives general supervision from management or the assigned certificated supervisor.

**ESSENTIAL DUTIES:** (May include, but is not limited to the following.)
- Assist students, teachers and/or parents with communication using sign language.
- Assist in planning and implementing learning experiences for students.
- Assist students in academic subjects such as reading, writing and math; work effectively with students in classrooms and assist them in academic, vocational and/or living skills.
- Tutor students in developing interpersonal relationships with peers and adults; promote the safety of the students by helping them develop self-confidence.
- Under the direction of a teacher, train and assist students in behavior management; provide education regarding appropriate interpersonal actions; respond to discipline problems; act as a role model.
- Promote the well-being of the students by helping them develop a positive attitude/self-image, personal hygiene habits, and an ability to cooperatively play and interact with other children and adults.
- Monitor students during classroom, outdoor, or community activities.
- Correct homework assignments and in-class exercises as assigned.
- Recognize and respond to health and safety situations such as illness and seizures.
- Perform clerical duties as assigned [EXAMPLES: typing, copying, filing, maintaining materials, equipment and supplies, answering phones, taking messages and mail distribution].
- Assist in maintaining records and charts on individual students [EXAMPLES: attendance records, lunch count, daily charting, grades, test scores and progress of student learning].
- Maintain orderliness & cleanliness of the facilities; may set up and move chairs & tables; assist in caring for & maintaining materials, equipment, supplies or toys.
- Attend staff and parent meetings and in-service training.
- Perform related duties as assigned by supervisor or classroom teacher.
- Assist and train student in the maintenance of personal needs including feeding, combing hair and dressing appropriately.
- Assist students with basic physical movement; work with students on the prone board and in the swimming pool; work with students to develop motor coordination.
- Instruct students in skills such as dressing, eating and personal hygiene.
- Provide physical assistance to students who cannot care for themselves, including feeding, diapering, turning and physical movement.
- Provide physical lifting when performing duties such as changing diapers, posturing students and dealing with discipline problems in the classroom.
- May transport students for field trips and other activities.
• Using sign language, facilitate communication to enable hearing impaired/deaf students to understand concepts for classroom activities, assignments, and directions in mainstream classroom.

• Participate as a member of the educational team and work closely with principals, teachers, aides, and office personnel in order to coordinate the program with the normal routine of the participating school.

QUALIFICATIONS:

KNOWLEDGE OF:
• Proper childcare techniques.
• Techniques and methods of child supervision.
• Cultural and physical differences and needs of children in assigned program.
• English usage, spelling, grammar and punctuation.
• Modern office methods, practices, procedures, and equipment.

ABILITY TO:
• Communicate in sign language (ASL/PSE).
• Learn growth and development principles of children.
• Patiently and effectively work with students of differing backgrounds.
• Learn basic first aid and safety requirements.
• Physically perform job tasks.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Follow directions and function within program policies and procedures

EXPERIENCE AND TRAINING GUIDELINES:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:
• Some experience working in an organized education or child care setting.

Training:
• Equivalent to the completion of the twelfth grade.
• Supplemental specialized training in child development, education, or a related field is desirable.

License/Certificate:
• Pass the District Competency Test for Instructional Assistants/Paraprofessionals
• May require current Standard First Aid and CPR certification

Special Requirements:
Essential duties require the following physical skills and work environment:
• Please refer to the Job Analysis.

PC – Proposed & Approved 04/22/02, Revised 06/24/02, Revised 03/22/04, Revised 02/27/12