

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 students and performs a variety of general clerical duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management or the assigned certificated supervisor.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- 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 and cleanliness of the facilities; may set up and move chairs & tables; assist in caring for and 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 students 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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Proper childcare techniques;
- Techniques and methods of child supervision;
- Cultural and physical differences and needs of students in assigned program.;
- English usage, spelling, grammar and punctuation;
- Modern office methods, practices, procedures, and equipment.

Skill to:

- Operate equipment used as educational aids;
- Operate modern office equipment;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Read, write and understand the English language;
- Communicate clearly and concisely, both orally and in writing.

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, maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
- Follow directions and function within program policies and procedures;
- Pass Instructional Assistant competency exam.

EXPERIENCE, EDUCATION, 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 childcare setting.

Training:

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

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Pass the District Competency Test for Instructional Assistants/Paraprofessionals.
- May require current First Aid and CPR certification

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the [Job Analysis](#).