

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 318
RANGE: 127
NON-EXEMPT

PARAEDUCATOR – SIGN LANGUAGE

BASIC FUNCTION:

Under the direction of an assigned supervisor and a certificated teacher, aid in the instruction of and provide communication assistance, interpreting and support services to deaf and/or hard of hearing primarily in classroom setting by providing voice to sign and sign to voice support; assist in and perform routine clerical duties, including but not limited to, keyboarding, duplicating, and filing in support of classroom and program activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform duties requiring the application of and proficiency in designated sign languages such as American Sign Language (ASL), appropriate to student level of understanding.
- Assist in establishing and maintaining facilities in a clean, safe and high quality classroom and learning environment.
- Assist in maintaining confidentiality of student records in accordance with legal requirements and policies.
- Assist staff members in positioning students and in rendering various forms of personal care such as toileting, diapering, dressing, undressing, bathing and grooming.
- Assist students in learning and practicing appropriate living/social skills and behaviors, communication skills, decision making and problem solving techniques toward positive student progress; reinforce academic and behavioral support plans and positive behaviors and academic performance; confer with and communicate student performance and behavior to classroom teacher(s), parents and administrators according to approved procedures.
- Assist teacher in performing assigned tasks; classroom set-up, work preparation and follow-up; assisting with classroom supervision and various classroom activities for students; perform routine clerical tasks such as filing, keyboarding, operating duplicating/copying machines, and assembling materials for classroom instruction and/or projects.
- Assist with planning, scheduling, and directing activities for students; provide necessary supervision in various educational and extracurricular activities, including but not limited to, classroom, school grounds, during bus loading and unloading, field trips and meal times for the purpose of maintaining discipline and providing for the safety and welfare of students.
- Assist with preparation, design, development and/or modification of instructional materials and lesson plans to assist hearing students; administer and/or proctor tests and assessments; assist and provide input regarding student progress.
- Assist with providing communication support and instruction to students; tutor in individual or small group, and provide instruction as needed to assigned student(s) in academic and non-academic subjects, including but not limited, to note taking, listening, speech and/or sign language skills.
- Confer with teacher regarding useful programs and materials to meet individual student needs; observe student on a day-to-day basis and alert teacher(s) to any problems; provide feedback as necessary.
- Drive to designated, educational or community based settings, to provide assistance as directed.

- Operate, assess and monitor communications equipment, including but not limited to, hearing aids, cochlear implants, remote microphone technology (RMT), and auditory equipment to meet the needs of students, parents and staff.
- Participate in the implementation of student Individualized Education Plan (IEP); participate in parent conferences and IEP meetings as requested, providing sign to voice and voice to sign interpretations, as required.
- 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.
- Provide assistance, support and limited instruction in sign language, as directed.
- Structure linguistic information in a way that is auditorily and/or visually accessible to students, under direction of the teacher, to implement practices proven to raise student achievement.
- Tutor and interpret for individuals and small groups of students to reinforce instructional concepts utilizing sign language and manual communication techniques; assist students with study activities by carrying out a variety of individual education plans and activities.
- Tutor and support students individually or in groups, in academic or non-academic mainstream class(s); consult with teachers to determine where student needs special help and provide the help through tutoring; serve as a positive liaison between mainstream staff and special education staff.
- Utilize adapted classroom work/homework/assessment instruments under the direction of the classroom teacher and/or reinforcing classroom objectives.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- American Sign Language and/or other sign system required by student(s).
- Auditory equipment and functions including but not limited to, hearing aids, cochlear implants and RMT systems.
- Basic concepts of child and/or adolescent growth and development and developmental behavior characteristics particularly pertaining to students with special learning needs.

- Basic math skills, English grammar and composition, high school academic courses.
- Basic record-keeping techniques.
- Child guidance principles and practices.
- Classroom procedures and conduct; safe practices in classroom and school ground activities.
- Deafness and its effect on language development in deaf and/or hard of hearing individuals and the educational implications of hearing loss.
- General needs, problems, learning styles, and requirements of students.
- Methods and techniques used in communicating with deaf and/or hard of hearing person; current developments, trends and techniques in communicating with the deaf.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Apply integrity and trust in all situations.
- Assist certificated staff with instruction and related activities of a deaf and/or hard of hearing learning environment.
- Assist students in a flexible and understanding manner.
- Function as a member of the educational team performing support activities as required.
- Interpret and translate effectively for students, parents and others orally or in writing.
- Learn organization, operations, policies, objectives and goals.
- Learn the functions, procedures and limitations of assigned duties.
- Learn the requirements for the care of auditory equipment used by deaf and/or heard of hearing students.
- Maintain routine records.
- Monitor the signs and language used by the students.
- Operate instructional, audiovisual, duplicating equipment and computers.
- Prioritize and schedule work to meet schedules and time lines.
- Understand and relate to children with special needs and/or differing backgrounds.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively, either orally or in sign language, and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

- Completion of 48 semester units, an Associate's degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.

EXPERIENCE:

- Sufficient experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with County Superintendent.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.
- California Food Handler Card may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom, school campus, and community-based environments.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Regular interruptions.
- Small and large group meetings.
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- **PHYSICAL DEMANDS:**
- Ability to use sign language throughout the work day.
- Dexterity of hands and fingers to sign and finger spell.
- Continuous use of elbows.
- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job

elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/31/2014

Revised: 11/14/2017; 09/01/2020; 09/01/2022