

## SCHOOL DISTRICT OF ALACHUA COUNTY

### ASSISTANT -- DEAF/HARD OF HEARING

#### JOB DESCRIPTION

|                   |            |                                     |                                 |
|-------------------|------------|-------------------------------------|---------------------------------|
| <b>FLSA:</b>      | Non-Exempt | <b>BARGAINING UNIT ELIGIBILITY:</b> | Yes                             |
| <b>PAY GRADE:</b> | 24         | <b>SALARY SCHEDULE:</b>             | Education Support Professionals |

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Completion of a minimum of 60 college credit hours from an approved accredited educational institution; or Pass an accepted Para Pro Assessment.
- (3) Basic American Sign Language skills or willingness to attend sign language training within six (6) months.
- (4) Experience working with students who are deaf/hard of hearing, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand and implement Individual Education Plan (IEP) treatment under the direction of the supervising therapist. Ability to work cooperatively with other members of the instructional/therapy team. Ability to establish and maintain effective working relationships with students, parents, school staff and teachers. Knowledge of federal, state and District rules, regulations and policies related to job function. Ability to schedule time, prioritize and work efficiently. Ability to operate a computer and appropriate software applications. Ability to teach others (students, parents, teachers and school staff) how to properly assist students with Individual Education Plans for hearing impaired. Knowledge of the equipment or devices used to support students receiving hearing impaired services. Ability to communicate effectively both orally and in writing.

#### REPORTS TO:

Principal/Designee

#### JOB GOAL

To assist the teacher with providing effective instruction to students identified deaf/hard of hearing.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Assist the teacher(s) in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials supporting instructional activities pre-planned by the teacher.
- \*(2) Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desk, tables, chairs, activity areas and the like.
- \*(3) Examine short and long-term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
- \*(4) Lead small group activities planned by the teacher.

## ASSISTANT -- DEAR/HARD OF HEARING (Continued)

- \*(5) Assist the teacher in preparing for changing curriculum to meet the needs of students.
- \*(6) Assist in the implementation of appropriate student behavior management techniques.
- \*(7) Treat students and adults with consideration and respect.
- \*(8) Encourage students to do their best.
- \*(9) Provide student supervision as assigned.
- \*(10) Assist in maintaining the security of records, materials and equipment.
- \*(11) Assist the teacher in the enforcement of classroom rules and the maintenance of appropriate records.
- \*(12) Assist in evaluating program effectiveness and seek and suggest ways of continuous improvement.
- \*(13) Assist the teacher in completing requirements for grade reporting, scheduling conferences and recording results.
- \*(14) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- \*(15) Perform assigned clerical and bookkeeping duties.
- \*(16) Serve on school/district committees as required or appropriate.
- \*(17) Adhere to applicable safety standards.
- \*(18) Attend all staff meetings and workshops.
- \*(19) Assist in maintaining a clean and orderly environment for students.
- \*(20) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(21) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(22) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(23) Demonstrate initiative in the performance of assigned responsibilities.
- \*(24) Demonstrate support for the school district and its goals and priorities.
- \*(25) Exhibit interpersonal skills to work as an effective team member.
- \*(26) Follow attendance, punctuality and proper dress rules.
- \*(27) Maintain confidentiality regarding school/workplace matters.
- \*(28) Maintain expertise in assigned area.
- \*(29) Manage time efficiently.
- \*(30) Model and maintain high ethical standards.
- \*(31) Participate in cross-training activities as required.
- \*(32) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(33) Prepare all required reports and maintain updated and accurate records.
- \*(34) Represent the District in a positive and professional manner.
- \*(35) Respond to inquiries and concerns in a timely manner.
- \*(36) Perform other duties as assigned.
- \*(37) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

## ASSISTANT -- DEAR/HARD OF HEARING (Continued)

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 04

Adopted 8/2/11