

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
COMMUNICATION ASSISTANT**

DEFINITION:

Performs a wide variety of related tasks to assist and care for children while they are under supervision of the school. The Communication Assistant provides communication support and other support services to students with hearing impairments who are placed in SDC's (Special Day Classes). Under teacher supervision prepares materials and set up classrooms for training and instruction. Participates and assists in lesson planning and carrying out supervisor-assigned tasks to reinforce instruction and/or tutor pupils. Other duties that may be performed when not required to provide communication support may include note taking and participation in meetings as a member of the educational team.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Assists certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to the handicapped. Interacts with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Provide tutoring and/or note-taking and other support services (such as photocopying, typing, record keeping, etc.)
- Participate in educational team meetings providing insight on the success of communication strategies.
- Participates in lesson and program planning, staff meetings, and conferences. Enters into a helping relationship with the pupil under the supervisor's direction to foster learning in an atmosphere of acceptance.
- Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment; actively works with pupil during an activity, and assists with clean-up after an activity. Provides necessary supervision in such activities as field trips, rest time, playground, meal service, and arrival/departure of children.
- Reinforces training and/or instruction by tutoring students using the student's preferred signing mode, including Manually Coded English, Pidgin Signed English (Contact Sign Language), or American Sign Language.
- Provides and demonstrates signed vocabulary to other students and support staff.
- Monitor, on a regular on-going basis, the effectiveness of hearing aids and other instruments intended to improve the students' ability to receive auditory input and maintain a log or record of these monitoring activities.
- Perform other duties as assigned.

- Drive occasionally for department business (optional).

QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

- High school graduation or equivalent.
- Passing score on Instructional Aide Proficiency Exam, 2 years college (48 units), or AA degree or higher.

Knowledge of:

- Sign communication used in educational settings, to include Manually Coded English, Pidgin Signed English (Contact Sign Language) and American Sign Language.
- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs.
- Behavior management strategies and techniques relating to pupils experiencing atypical control problems.
- Technical signs and/or vocabulary used in educational settings as well as appropriate English usage, punctuation, spelling, and grammar and basic arithmetical concepts.
- Confidentiality standards in the educational setting.

Ability to:

- Hear spoken language communication.
- Use Manually Coded English, Pidgin Signed English (Contact Sign Language) and American Sign Language.
- Understand and use proper English, including vocabulary and grammar.
- Function as a member of the educational team performing support activities as required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls, talk, and hear well enough to translate speech into sign language. In addition, the employee is regularly required to use hands to communicate using signed language, frequently for most of the working day. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.