



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

DEAF MENTOR

DEFINITION:

Under the direction of an assigned administrator, assist a certificated teacher in reinforcing instruction to individual or small groups of Deaf and Hard of Hearing (DHH) students in a DHH education classroom environment.

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.

- As directed by on-site personnel, reinforces lessons and assists students individually or in groups within a classroom setting, assisting them in reaching classroom objectives;
- Assist in the development of communication and socialization skills.
- Assists students and monitors and oversees student drills, practices and mastery of various skills.
- Serves as a language model for the Deaf or hard-of-hearing staff to ensure staff is up to date with current Deaf culture and language.
- Under teacher guidance, assist students in completing classroom assignments, homework and projects in various subject areas.
- Assure student understanding of classroom rules and procedures.
- Assist students by answering questions, use of Evidence based practices, such as video modeling, providing proper examples, emotional support, friendly attitude and general guidance.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional and school materials.
- Grade student tests and assignments.
- Video Modeling.
- Record grades.
- Take attendance.
- Maintain student records and files as assigned.
- Reinforce training and instruction with sign communication.
- Observe and document behavior of students in the classroom according to approved procedures.
- Monitor students during outdoor activities as directed; monitor and report progress regarding student performance and behavior.
- Prepare and issue citations as needed.
- Explain and assure student understanding of classroom assignment and homework instructions.
- Assist assigned teacher with the implementation of lesson plans, content standards and instructional activities.
- Confer with the teacher concerning lesson plans and materials to meet student needs.
- Operate a variety of classroom and office equipment such as a calculator, copier, lamination, fax machine, computer and assigned software.
- Utilize two-way communication and various visual devices (e.g., texting, email, videophones, SKYPE, FaceTime, Zoom, Glide, etc.).
- Assist students and friends, family and staff with technology for utilizing communication devices and applications.
- Communicate with staff and various outside agencies to exchange information and resolve issues or concerns.
- Input and update student and various other data in an assigned computer system as required.
- Assure the health and safety of students by following established practices and procedures.
- maintain a safe, orderly and clean learning environment;
- Monitor inventory levels of classroom supplies.



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Effective: 11/08/2024

- Assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.
- Act as a liaison between school staff and the student/family to assure student engagement in the learning environment.
- Provide classroom support to the teacher or the interpreter by setting up work areas and displays, and distributing and collecting paper, supplies and materials.
- Check library books in and out to students as assigned.
- Maintain related logs and records.
- Assist with administering student assessment tests as assigned by the position.
- Drive occasionally for department business (optional).
- Help to maintain orderly procedure during fire drills.
- Accompany students and assist in all out of class activities.
- Peer/interpreter mentoring; participate in class trips as directed.
- May accompany children home in emergency or crises situations.
- Perform related support duty assignments as assigned.
- Supervise breakfast/lunch/recess programs as required in the department.
- Accompany/assist students to physical education programs as directed.

EXPERIENCE AND EDUCATION:

- Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.
- A typical way to obtain the required knowledge and skill would be the equivalent to the completion of the twelfth (12th) grade.
- Fluency in American Sign Language (ASL).
- Fluently communicate in ASL, with knowledge of CASE/PSE, SEE and English.
- Ability to use Total Communication, and code switch dependent on individual student needs.
- Experience working with Deaf, Deaf/Hard of Hearing, Deaf/Special Needs children is preferred.

KNOWLEDGE OF:

- Sign communication used in educational settings, to include Manually Coded English, Pidgin Signed English (Contact Sign Language) and American Sign Language.
- Correct American Sign Language usage, vocabulary, non-manual markers, classifiers, sign parameters, and grammar.
- Deaf and hearing culture and bridging the gap between the two.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic subjects taught in County Office schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques and overall understanding of what is required in a classroom setting.
- Child guidance principles and practices, including basic concepts of child development and behavior classroom procedures and appropriate student conduct.
- Safe practices in classroom activities.
- Operation of standard office and classroom equipment.
- Methods of collecting and organizing data and information.
- Manual and written communication skills.

ABILITY TO:

- Assist with instruction and related activities in a classroom environment.
- Work with Special Needs Deaf students with primary or secondary eligibility other than Deaf.
- Use Manually Coded English, Pidgin Signed English (Contact Sign Language) and American Sign Language.



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- Display flexibility, patience, good judgment and dependability, including time commitments and attendance.
- Display a positive attitude toward children and understand growth and development.
- Willingness to learn a variety of instructional strategies.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both manually and in writing.
- Foster an atmosphere conducive to learning.
- Form a resource pool as needed to cross department lines; maintain confidentiality.
- Operate standard office and classroom equipment including a computer and assigned software.
- Create classroom materials, worksheets and educational activities.
- Use computer and library for research.
- Possess mature personality and good interactive skills.
- Respond responsibly in crises situations.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

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APPROVED

Print Name: Noelle DeBortoli Title: Director, Human Resource Services

Signature: 