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; 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; 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; 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.