



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION COMMUNICATION ASSISTANT I

### DEFINITION:

Under the Supervision of the DHH program administrator, this position provides communication support and other support services to students with hearing impairments who are placed in a Deaf/Hard of Hearing and/or general education settings. This is the entry level position in the Communication classification and requires special experience and/or certification.

### 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.

- Assist certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to the students with special needs. Interacts with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Under classroom 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. 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.
- Participate 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.
- Support 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.
- Provide necessary supervision in such activities as field trips, rest time, playground, meal service, and arrival/departure of children.
- Reinforce training and/or instruction by tutoring students using the student's preferred mode of communication, including Manually Coded English, Pidgin Signed English (Contact Sign Language), or American Sign Language.
- Provide and demonstrate signed vocabulary to other students and support staff.
- Monitor the effectiveness of instruments/equipment intended to improve the students' ability to receive auditory input. Maintain a log or record of these monitoring activities.
- Perform other duties as assigned. Other duties may include note taking and participation in meetings as a member of the educational team.
- Drive occasionally for department business (optional).

### EDUCATION AND EXPERIENCE REQUIREMENTS:

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:

- Equivalent to the completion of twelfth grade.
- Passing score on Instructional Aide Proficiency Exam, 2 years college (48 units), or AA degree or higher.
- A score of 2.0-2.9 on the Educational Interpreter Performance Assessment (EIPA) or Educational Signs Skills Evaluation (ESSE-I).

### KNOWLEDGE OF:

- Sign communication used in educational settings, to include Manually Coded English, Pidgin Signed English (Contact Sign Language) and American Sign Language.





Tehama County Department of Education  
Job Description  
Communication Assistant I

Official: ND  
Effective: 08/21/18

- 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. 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.

- Regularly required to use hands to manipulate or feel objects, tools, or controls, talk, and hear well enough to translate speech into sign language.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must be able 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.

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.

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Created: <u>January 24, 2013</u>	Revised: <u>August 21, 2018</u>
<b>APPROVED</b>	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u><i>Noelle DeBortoli</i></u>	
Date: <u>August 21, 2018</u>	