



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION COMMUNICATION ASSISTANT II

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 second level in the Communication classification and requires a higher level of certification and experience.

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.

- With teacher assistance, prepare materials and set up classrooms for training and instruction.
- 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.
- 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.
- Interact 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.
- Support the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment; actively works with pupil during an activity, and assist with needs after an activity. Provide necessary supervision activities during academic and non-academic activities.
- 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 equipment and instruments used to improve the students' ability to receive auditory input. Maintain records of these monitoring activities.
- Provide sign to voice/voice to sign interpreting which may include American Sign Language, a form of manually coded English, and/or oral interpreting depending on the needs of the student.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

EXPERIENCE AND EDUCATION:

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.
- A score of 3.0-3.9 on the Educational Interpreter Performance Assessment (EIPA) or the Educational Signs Skills Evaluation – Interpreter (ESSE).



Tehama County Department of Education
Job Description
Communication Assistant II

Official: 
Effective: 09/04/18

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. 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.

HRS Office Use Only

Created: June 22, 2011

Revised: September 4, 2018

APPROVED

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

Signature: 

Date: September 4, 2018