



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION COMMUNICATION FACILITATOR

DEFINITION:

Under the supervision of the DHH program administrator and under the direction of the classroom teacher, this position provides assistance to the certificated DHH teacher in reinforcing instruction to individual or small groups of deaf and hard-of-hearing student in a classroom environment. This position is distinguished from other classroom support classifications because it requires specialized communication services and serves as the language model for the deaf and hard-of-hearing students.

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 students with the mastery of instructional equipment, programs, and materials assigned by the teacher.
- Reinforce lessons and instructs students individually or in small groups within a classroom setting, assisting them in reaching classroom objectives.
- Assist in the development of communication and socialization skills. Tutors students and monitors and oversees student drills, practices and assignments in various skills.
- 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, providing proper examples, emotional support, friendly attitude and general guidance.
- Support classroom activities by preparing, typing, duplicating, and filing instructional and school materials grade student tests and assignments; record grades, take attendance, maintain student records and files as assigned.
- Reinforce training and instruction with sign communication.
- Observe and assist behavior of students in the classroom according to approved procedures and/or behavior intervention plans; 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.
- Assist students, staff and family 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; maintain automated records and files.
- 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.
- Provide class support to the teacher by setting up work areas and displays, and distributing assignments, collecting paperwork, supplies and materials.
- Drive occasionally for department business (optional).



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:

- Equivalent to the completion of the twelfth (12th) grade.
- Passing score on Instructional Aide Proficiency Exam, 2 years college (48 units), or AA degree or higher.
- One year of experience working with Deaf, Deaf/Hard of Hearing, Deaf/Special Needs children is preferred.
- A score of 2.0-2.9 on the Educational Interpreter Performance Assessment (EIPA) or the Educational Signs Skills Evaluation – Interpreter (ESSE).

KNOWLEDGE OF:

- Sign communication used in educational settings, to include Manually Coded English, Pidgin Signed English (Contact Sign Language) and American Sign Language.
- Techniques to bridge gap between deaf and hearing culture.
- Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs.
- Basic subjects taught including arithmetic, grammar, spelling, language and reading.
- 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:

- Maintain confidentiality.
- Assist with instruction and related activities in a classroom environment.
- Work with Deaf students including Deaf/Blind students and Deaf students with special needs providing mentorship, support and specialized communication services.
- Operate a variety of classroom and office equipment such as a calculator, copier, laminator, fax machine, computer and assigned software; utilize two-way communication and various visual devices.
- 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.
- 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.
- 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.



Tehama County Department of Education
Job Description
Communication Facilitator

Official: 
Effective: 01/14/19

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: January 14, 2019

Revised: _____

APPROVED

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

Signature: 

Date: January 14, 2019