



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION COMMUNICATION TECHNOLOGY ASSISTANT

DEFINITION:

Under general supervision of a teacher/administrator, the Communication Technology Assistant performs a wide variety of related tasks to assist and care for children while they are under supervision of the school. The Communication Technology Assistant assists in the direct delivery of instruction in a classroom setting with pupils eligible for special education under Deaf/Hard of Hearing as determined by an individualized education program (IEP).

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.

- Monitor and trouble shoot the effectiveness of FM systems and all hearing equipment (hearing aids, cochlear implants, and bone-anchored hearing aids (BAHA)).
- Assists certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to the handicapped. Interacts with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Under direction of case manager/supervisor, provides communication, instructional and behavioral support services related to student's IEP goals and objectives. Provide tutoring and/or note-taking and other support services (such as photocopying, typing, record keeping, etc.)
- Under the teacher's direction, prepares materials and set up classrooms for training and instruction.
- Participate in educational team meetings providing insight on the success of communication strategies.
- Participates 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.
- Supports 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.
- Reinforces training and/or instruction by tutoring students using the student's preferred signing mode, including Manually Coded English, Pidgin Signed English (Contact Sign Language), or American Sign Language.
- Provides and demonstrates signed vocabulary to other students and support staff.
- Monitor, on a regular on-going basis, the effectiveness of hearing aids and other instruments intended to improve the students' ability to receive auditory input and maintain a log or record of these monitoring activities.
- Other duties that may be performed when not required to provide communication support may include note taking and participation in meetings as a member of the educational team.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

- High school graduation or equivalent.
- AA degree or higher, or 48 units (2 years) of college level courses, or Instructional Aide Proficiency Exam passing score.
- Three years of progressive experience working with children eligible for special education under Deaf/Hard of Hearing as determined by an individualized education program (IEP).
- Three years of experience working with equipment and technology associated with the deaf/hard of hearing industry.



Tehama County Department of Education
Job Description
Communication Technology Assistant

Official: 
Effective: 09/07/17

KNOWLEDGE OF:

- Hearing equipment and technology used by the DHH program.
- 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:

- Maintain confidentiality.
- Effectively communicate with manufacturer for trouble shooting of FM system and all hearing equipment used by the DHH program.
- Advise on purchase needs for hearing equipment and keep warranties up-to-date.
- Facilitate information between audiologist and DHH staff for students' needs in the educational program.
- Facilitate access to curriculum content and support learning for mastery through instructional methods and strategies required for a deaf/hard of hearing student.
- Collect data on student performance and keep relevant records.
- 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.
- Provide Valid California driver license and proof of insurance.

PHYSICAL DEMANDS:

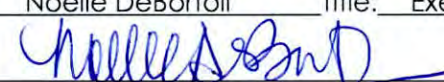
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>September 7, 2017</u>	Revised: _____
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: 	Date: <u>September 7, 2017</u>