

TITLE: SIGN LANGUAGE INSTRUCTIONAL ASSISTANT

QUALIFICATIONS:

1. High school diploma and passage of Kern High School District proficiency test; some college preferred
2. Demonstrated knowledge of and the ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate
3. Proficiency in ASL (American Sign Language) or SEE (Signing Exact English)
4. Training or education in instructional technology applicable to education of hearing impaired students
5. Skill and accuracy in oral and written expression; ability to follow oral and written directions
6. Ability to work effectively with staff, students and public and to respect confidential matters
7. Bilingual ability may be required, depending on assignment
8. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide desirable classroom environment by performing interpreting, translating and tutorial services for students with severe hearing impairments

PERFORMANCE RESPONSIBILITIES:

1. Assists in presentation of instructional exercises and materials in a self-contained classroom environment; uses sign language as needed to communicate with students, staff and others
2. Monitors and assists individuals or small groups of students to reinforce instructional concepts
3. Assists in development of desirable social skills and behaviors, and mental and physical health of students
4. Assists with checking, care, preparation and arrangement of instructional materials and equipment; operates or assists students in operation of specialized equipment
5. Assists with enrollment procedures, cafeteria count, attendance verifications and other classroom routines and activities; assists with related recordkeeping and filing
6. Assists with yard duty, first aid and physical education activities
7. Assists classroom teacher with handicapped children to and from buses, and in use of special equipment
8. Assists with personal and health needs of pupils including but not limited to toileting and personal hygiene; may occasionally accompany and assist children in mainstream environment
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule; classified salary schedule, class 18

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.