

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PARAEDUCATOR, SPECIAL EDUCATION – HEARING IMPAIRED

BASIC FUNCTION:

Under the general supervision of a classroom teacher, assists deaf and hard-of-hearing students through the use of sign language or oral communication methods by presenting educational materials and exercises related to classroom instruction; facilitate communication among deaf and hear of hearing students and their hearing peers; assist students in a classroom or other learning environment with performing academic, daily living and special health care activities.

REPRESENTATIVE DUTIES:

Counsel and assist in the instruction of students in techniques to improve hearing or speech impairment, including sign language or lip-reading.

Assist students in learning patterns of speech by helping them produce sounds, words, and sentences.

Assist with monitoring classroom, outdoor, playground nutrition, and field trip activities to direct students into safe activities and encourage positive relationship skills.

Set up and arrange supplies and equipment for student use.

Monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials and provide input and suggestions to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures.

Observe and control behavior of students in the classroom according to established policies and procedures.

Assist students with performing and developing independent living and self-help skills as assigned; assist students with personal hygiene including dressing, washing and grooming; assist students with eating and activities; toilet students and change diapers and soiled clothing as needed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation and planning of lesson plans and instructional activities; assist with the implementation of behavior intervention strategies as directed.

Escort students to and from buses, classes and other locations as assigned; accompany and assist students in mainstreamed classes and take notes as required.

Assist with the implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned; assist students with meeting IEP goals and objectives as required.

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Provide medical assistance and health care to special education students as assigned; administer first aid and CPR according to established procedures as needed.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; wipe down and disinfect classroom equipment as required.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials as required; grade student tests and assignments; record grades as required.

Maintain various records and files related to students, IEP's, attendance, health care activities and assigned duties as required.

Provide classroom support to the teacher by setting up work areas, decorations, equipment and displays, and distributing and collecting paper, supplies and materials.

Operate a variety of classroom and office equipment such as copiers, laminators, audio-visual devices, computers and assigned software; utilize medical instruments and equipment as required; assist students with using adaptive equipment.

Assist students with the development of social, vocational and money-counting skills as directed; monitor and assist students at work sites.

Participate in the pick-up, preparation and serving of food to students as required; operate related equipment; wash dishes.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Communication systems used by deaf and hard-of-hearing people.

Basic academic subjects such as English, math, history, and science.

Unique needs of, and issues pertinent to, deaf and hard-of-hearing people.

Practical learning patterns and behavior of students.

Basic concepts of child development and behavior.

Classroom management.

Adaptive devices and resources available to deaf and hard-of-hearing persons.

Medical equipment used in an instructional setting.

First Aid and CPR.

SKILL TO:

Use Signed Exact English (SEE signing) to receive and express communication with students.

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ABILITY TO:

Communicate fluently in the manner or oral communication system appropriate to the needs of the students.

Communicate concepts clearly to students using a variety of instructional techniques.

Assess and adjust to student language abilities and their preferred communication mode.

Motivate students to participate in learning activities.

Present classroom materials effectively.

Convey information promoting the awareness of the unique needs of, and issues pertinent to, deaf and hard-of-hearing persons.

Administer first aid or necessary physical assistance to ill or distressed students.

Perform routine clerical work.

Learn basic instructional assistance methods and techniques.

Provide direction in the matters of the assigned academic or vocational area.

Follow and carry out written and oral instructions provided by a teacher.

Maintain confidentiality about all personal information, assessment results, medical history, and other records concerning students and their families.

Interact positively with students, parents and school personnel.

Establish and maintain effective working relationships with students, parents, teachers, and administrators.

Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with children with special education needs in an organized setting is required.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

Pass a SEE (Signed Exact English) examination.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor work environment.

PHYSICAL DEMANDS:

- Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.
- Vision sufficient to read printed materials and information displayed on computer monitors.
- Auditory range sufficient to hear verbal communications within a classroom.
- Speech sufficient to transmit verbal information.
- Upper and lower body strength sufficient to lift and transfer students (weighing 40-50 lbs).

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without assistance, 51+ lbs. with assistance.)

- Upper body and arm strength sufficient to push students in wheelchairs around campus and in the community, and push/pull bicycles, wagons, chairs and tables weighing up to 50 lbs.
- Ambulatory ability sufficient to walk with students on campus and in the community for up to 60 continuous minutes, and ascend stairs, wheelchair ramps, and inclines around campus. (Some positions require chasing and restraining students who run from classrooms.)
- Stamina sufficient to sit or stand for extended periods of time.
- Flexibility sufficient to bend at the waist, kneel and crouch to assist students working at low desks or on the floor, and to reach or stretch to retrieve items from shelves when assisting students with gross motor skill development.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with bloodborne pathogens and communicable diseases.

Contact with dissatisfied or abusive individuals.