

TEACHER ASSISTANT I & II - DEAF AND HARD OF HEARING SERVICES

General Purpose:

A Teacher Assistant I & II - Deaf and Hard of Hearing Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). Provides support to assist teacher(s) or other certificated employee(s) in implementing the instructional program for students whose primary disability is deaf or hard of hearing.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Tutors and provides assistance for students who are deaf or hard of hearing.
- Assists with preparation of classroom and instructional materials as directed by teaching staff.
- Assists with guidance and supervision of students' classroom activities.
- Administers and corrects tests and assists with the evaluation of student performance and development.
- Assists with student hygiene and toileting needs.
- Assists with the implementation of student Individual Education Plans (IEPs).
- Assists in the monitoring and proper functioning of equipment designed to aide students' hearing.
- Assists with the instruction and supervision of students in school and community settings.
- Assists students in arrival and departure from school.
- Assists students and staff with communication utilizing signing skills.
- Assists with record-keeping, safety, maintenance of supplies and equipment.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High School diploma or equivalent.
- AA degree; or 48 college units; or pass proficiency exam meeting the requirements of No Child Left Behind.

Experience:

Teacher Assistant I - Deaf and Hard of Hearing Services

- Any combination of training, education and experience, which demonstrates ability to perform the duties described.
- Experience with students or groups of children.
- Work, volunteer, or personal experiences working with children and/or adults who are deaf or hard of hearing.

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Teacher Assistant II - Deaf and Hard of Hearing Services

- One (1) year of work experience comparable to that of a Teacher Assistant I - Deaf and Hard of Hearing Services and completion of 24 semester units of sign language studies, child development or closely related courses.

Or

- Three (3) years of work experience comparable to that of a Teacher Assistant I - Deaf and Hard of Hearing Services and completion of 12 semester units of sign language studies, child development, or related field.

Or

- Five (5) years or work experience comparable to that of a Teacher Assistant I - Deaf and Hard of Hearing Services with the Placer County Office of Education.

Knowledge, Skills, and Abilities:

- Knowledge of basic practices of first aid, CPR, Universal Precautions, blood borne pathogens and communicable diseases.
- Knowledge of principles and procedures of record keeping and reporting; alphabetical, numerical and subject matter filing systems; English usage, spelling, vocabulary, grammar and punctuation; safe driving principles and practices.
- Ability to demonstrate knowledge and application of signing skills necessary for communication.
- Ability to operate a motor vehicle safely.
- Ability to communicate clearly and accurately, both verbally and in writing.
- Ability to problem solve and seek out assistance when needed.
- Ability to work independently.
- Ability to maintain confidentiality to protect privacy of students, families and staff.
- Ability to respond appropriately in emergency situations.
- Ability to read and comprehend medical terms.
- Ability to remain calm in stressful situations.
- Ability to understand, manage, and relate to students who have behavioral problems, learning and physical disabilities.
- Ability to adapt to individual needs of teachers and student, and work with interruptions.
- Ability to work harmoniously with students, staff, parents and guardians.
- Ability to be dependable and punctual.

Required Testing:

- Screening of utilization of signing skills
- Pass proficiency exam meeting the requirements of No Child Left Behind (requirement waived if individual has an AA degree or has 48 college units.)

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must currently possess or must obtain CPR/First Aid Certification within 30 days of employment.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

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Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Teacher Assistant I: 20.0
Teacher Assistant II: 22.0

Reviewed and Approved:

Supervisor: _____

Date: 8-16-16

Human Resources: _____

Date: 8/12/16