

**Warrenton-Hammond School District
Job Description**

Job Title: Educational Assistant – Sign Language – Elementary School
Reports To: Teacher

JOB SUMMARY

This position assists in the instruction and/or supervision of hearing impaired students; providing voice to sign and sign to voice support; performing classroom clerical tasks; assisting students, teachers and parents in communicating; providing input into the evaluation of students' progress; and serving as a resource to other school personnel requiring assistance with hearing impaired persons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Works directly with students with a variety of needs.
3. Works directly with students to reinforce and follow-up learning activities.
4. Oversees and supervises students during classroom activities, in the library, on field trips and at lunch and/or recess ensuring safety and security at all times.
5. Maintains a safe learning environment for students at all times.
6. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
7. Assists students with managing behaviors and resolving conflicts.
8. Completes required paperwork and communication logs.
9. Reports safety, sanitary and fire hazards immediately to supervisor.
10. Maintains appropriate certifications and training hours as required.
11. Complies with applicable District, state, local and federal laws, rules and regulations.
12. Professionally represents the school and the District in interactions with parents, community, staff and students.
13. Attends work regularly and is punctual.
14. Performs recess and/or lunch duty as assigned.
15. Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans to assigned students.
16. Administers specific tests and skill assessments under the guidance of a classroom teacher or resource teacher for the purpose of evaluating students' language ability and subject proficiency.
17. Assesses classroom, assembly hall, and other room setups for hearing impaired students (e.g. noise level, visibility, etc.) for the purpose of ensuring proper setup to facilitate hearing impaired students' learning.
18. As required, attends Individual Education Program meetings with assigned student(s) for the purpose of providing necessary input into the evaluation of students' progress and/or implementing/modifying students' objectives through the conversion to an English sign system.
19. Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.
20. Instructs students (individual or small groups) for the purpose of implementing goals for remediation of student deficiencies and ensuring students success by the conversion of language to an English sign system.

21. Interprets in meetings and activities with hearing impaired individuals for the purpose of providing communication between voice to sign and sign to voice.
22. Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.
23. Provides instruction to hearing impaired students, under the supervision of the teacher, in accordance with lesson plans.
24. Translates verbal communication for the purpose of assisting students, teachers and parents in communicating effectively between voice to sign and sign to voice.
25. Follows prescribed daily schedule as outlined by the teacher.
26. Obtains special training(s) as directed to meet unique needs of assigned student(s).
27. Other duties as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings or staff meetings.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** American Sign Language Fluent. Associate's degree (A.A.) or equivalent from two-year college or technical school; or at least one year related experience and/or training; or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a school setting or with young children preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Ability to successfully work with children.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: Excel, MS Word and Outlook Express. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, bloodborne pathogen training and blood spill training.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:

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