

VISTA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT - INTERPRETER FOR THE DEAF

DEFINITION

Under general supervision, to perform interpreting, translating, and tutorial services for students with severe hearing impairments; to instruct students using appropriate manual communication; to assist instructional personnel in the conduct of learning experiences; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

ESSENTIAL DUTIES

- Aid hearing handicapped students by translating a variety of instructional exercises, and by presenting various instructional materials designed to enhance the learning process.
- Translate instructional directions to hearing impaired students and enhance communication between student and teacher.
- Tutor and interpret for individual or small groups of students to reinforce and follow up instructional concepts.
- Assist students with study activities in carrying out the various aspects of their individual educational plan.
- Report student progress toward the accomplishment of performance contract objectives.
- Assist in the shaping of appropriate social behaviors.
- Prepare and assist in the preparation of a variety of instructional materials and learning aids.
- Maintain a variety of records and files, that may include student records and information.
- Operate and assist students in the operation of a variety of instructional media machines, computers, and specialized equipment for the hearing impaired.
- Audit a student's mainstreamed classroom experiences and report student progress to special education instructional personnel.
- Requisition, distribute, and maintain an appropriate inventory of textbooks, instructional materials, supplies, and equipment for the hearing impaired.
- Administer routine first aid and request assistance for serious injury or illness.
- Perform a variety of routine clerical functions.
- Assist in administering criterion referenced and general achievement tests, and record the results.

QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development, and developmental behavior characteristics of the hearing impaired;

Student behavior management strategies and techniques;

Appropriate English usage, punctuation, spelling, and grammar;

Manual communication language appropriate to the assignment;

Routine record management, storage, and retrieval systems.

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Ability to:

Demonstrate an understanding, patient, and receptive attitude toward hearing impaired students;
Communicate effectively in oral and written form, and using American Sign Language;
Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;
Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
Effectively and efficiently tutor and instruct students in academic subject areas common to a middle school setting;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

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 a portion of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to 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.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of paid or volunteer experience performing interpreting and translating functions for hearing-impaired students.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in manual communication, instructional technology, and subject matter areas applicable to the education of the hearing impaired.

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Certificate Requirement:

Possession of a community first aid certificate issued by a qualified training agency, including CPR training.