

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: PARAEDUCATOR II – SIGN LANGUAGE****BASIC FUNCTION:**

Under the direction of an administrator, assist a teacher for students who are deaf or hard of hearing to provide academic support. Assist individual or small groups of students, in a general and/or special education classroom or other learning environments.

ESSENTIAL DUTIES:

- Assist students who are deaf/hard of hearing in all academic subjects.
- Performs specialized duties requiring the application of and proficiency in accepted and designated sign languages such as Manually Coded English, Pidgin Sign Language, American Sign Language, and finger spelling for extended periods of time.
- Support Deaf Hard of Hearing (DHH) teachers to adapt and modify instructional materials.
- Interprets and translates for students who are deaf/hard of hearing at extracurricular activities/events.
- Reinforce instruction and learning activities for individual or small groups of students reinforcing instruction and learning activities as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.
- Facilitate communication between student and teacher.
- Assist in the preparation of instructional materials and implementation of lesson plans, instructional exercises, Individual Education Plan (IEP), 504 Plan and/or Behavior Intervention Plan (BIP).
- Assist in shaping appropriate student behavior through positive reinforcement and other strategies; may assist in the collection and charting of student data.
- May assist in supporting the site character development plan.
- Perform a variety of clerical duties in support of classroom activities such as preparing, word processing, and filing instructional materials; maintain a variety of student notebooks, logs and files, including confidential student records, charts and other related information.
- Assist students in completing assignments and projects; explain and clarify instructional concepts; support student understanding of classroom rules and procedures.
- Assist in administering various test/assessment components.
- Assist students in the operation of a variety of instructional technology.
- May assist in the requisition, distribution and maintenance of appropriate inventory of textbooks, instructional materials, supplies, and equipment.
- May assist students with personal hygiene, feeding, toileting, diapering and changing; may include suctioning and catheterization under the direction of a District health professional.
- Assist students with performing and developing self-help, social and independent living skills.
- Perform specialized instructional assistance in areas of related service including, but not limited to: adaptive physical education, speech and language, and/or occupational

therapy.

- Assist in loading and unloading students on and off vehicles; assist with securing safety harnesses; push students in wheelchairs; lift, move or position student's in and out of orthopedic equipment.
- Assist with student supervision.

OTHER DUTIES:

Other related duties as assigned.

KNOWLEDGE/ABILITIES:

Signed Exact English (SEE), American Sign Language (ASL) and/or Pidgin Signed English (PSE) including sign vocabulary used in an educational setting.

Basic concepts of child growth and development, developmental behavior characteristics.

Provide accurate interpretation of information taught in all content areas.

Student behavior management strategies and techniques.

Basic instructional methods and techniques.

Applicable Education laws, codes, rules and regulations.

Social, behavioral, and academic needs of students with special learning needs.

Demonstrate a patient, receptive, and empathetic attitude towards students.

Maintain records and confidentiality of student information.

Assist students with feeding, dressing, toileting, diapering and grooming.

District organization, operations, regulations, policies and objectives related to position.

Communicate effectively both orally and in writing.

Operation of assistive hearing devices and equipment.

Operation of a variety of office equipment including a computer and software.

Assist with instruction and related activities in a classroom or learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Assist in the preparation of instructional materials and implementation of lesson plans.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Monitor student behavior according to approved policies and procedures.

Observe health and safety regulations.

Explain and interpret assignment directions to students.

Meet schedules and timelines.

Maintain records and confidentiality of student information.

Perform accurate mathematical calculations.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent. Demonstrated successful training or coursework in manual communication, instructional technology, and subject matter areas applicable to the education of the deaf and hard of hearing.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint

Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Dexterity of hands and fingers to interpret for the deaf and hard of hearing.

Sit or stand for extended periods of time.

Hear and speak to exchange information and make presentations.

See to monitor students in the classroom.

Bend at the waist, kneel, lift or crouch to assist students.

Reach overhead, above the shoulders and horizontally.

Lift and carry objects weighing up to 10 pounds.

Push and pull objects up to 35 pounds.