



Santa Rosa City Schools

Classification Description

Job title:	Special Education Assistant II – Deaf and Hard of Hearing	Department:	Special Education
Reports to:	Administrator	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	School Year
Revision(s):		Range	17

DEFINITION:

Under the direction of the Special Education Administrator and/or school principal, serves as an aide to certificated personnel in the supervision, care and instruction of deaf and hard of hearing students; and relieves the teacher, or other certificated supervisor, of clerical details.

QUALIFICATIONS:

Education:

Any combination equivalent to: graduation from high school, supplemented by training and/or experience working with children in a learning situation. Training and/or experience in working with deaf and hard of hearing children is desirable.

Experience:

Working with deaf or hearing-impaired children and families desired

License and/or other qualifications:

Valid California Driver’s License required (Early Start Program)

The Following Certifications are desired:

- Registry of Interpreters for the Deaf (RID) Certification
- American Consortium of Certified Interpreters, Level 4 or above
- NAD Certification, Level 4, or above,
- Certification by the National Cued Speech Association TEUnit
- Educational Sign Skills Evaluation – Interpreter, level 4 or above
- Educational Interpreter Performance Evaluation, level 4 or above

Knowledge and Abilities:

Knowledge of:

- Correct English usage, vocabulary, spelling, grammar, punctuation and arithmetic
- General classroom procedures and equipment
- Methods and attitudes required in working with students who have special educational needs and their families

Ability to:

- Communicate in sign language, hear, speak well enough to implement Total Communication methods
- Assist with instructional activities in a classroom
- Learn the procedures, functions and limitations of assigned duties
- Understand the needs of deaf and hard of hearing students
- Remain calm in situations of stress
- Perform routine clerical duties
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with general and special education teachers, students, and others contacted in the course of work
- Operate modern office equipment and appropriate software programs

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Assists teachers in the conduct of lessons and other classroom activities under teachers' planning and supervision.
2. Works with students in small groups, or on a one-to-one basis to reinforce basic skills or to supplement classroom work, as planned by teachers.
3. Prepares for, and assists with various classroom projects.
4. Operates audio-visual equipment.
5. Assists in the preparation of teaching materials.
6. Prepares and maintains records, both electronically and written.
7. Assists in ordering and caring for classroom equipment and supplies.
8. Confer, as needed, with teachers concerning programs and materials to meet the needs of students.
9. Administers and grades various types of tests and assists with formal assessments.
10. Performs a wide variety of clerical duties, including data entry.
11. May perform the following when working with deaf or hard of hearing students; work with specialized equipment for deaf students; help young children with bathroom activities; serve lunches; load and unload buses; provide playground supervision; provide interpretive assistance when students are in general classrooms and/or additional educational settings, which may include home visits.
12. Assists with the implementation of individualized student plans (IEP, Health, Safety, BIP).
13. Work with the special services office on managing the program budget. May provide inventory of items to be ordered.
14. (Early Start Program): May assist accounting department with statistics for billing and reimbursement.
15. (Early Start Program): Travels to various locations across the county and provides guidance and support for families which may include; off-site appointments, informing families of resources, and training parents on the skills required in the support of the child.
16. (Early Start Program): Coordinates community resources or activities used in support of the child.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving for home visits (Early Start Program)
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, auditory devices
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stairs, ramps, sidewalk, playground
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yelling, fire station
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, kitchen equipment
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District approved cleaning supplies
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Early Start Program): Driving
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking			X		
Standing			X		
Bending (Neck)				X	
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling			X		
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.