

MONTEREY COUNTY OFFICE OF EDUCATION

INSTRUCTIONAL PARAPROFESSIONAL - DEAF AND HARD OF HEARING PROGRAM

CLASSIFICATION: Classified

SALARY LEVEL: 33

WORK YEAR:

DEFINITION:

Under the general direction of the Director, the Instructional Paraprofessional Deaf and Hard of Hearing Program is responsible for assisting teachers and therapists by serving the needs of deaf and hard of hearing children, birth to age 22 implements developmental activities with children and works with families during home visits, center-based visits, individual, group and class settings; monitors hearing aids and cochlear implants, sets up and monitors personal and classroom amplification systems; performs a variety of basic clerical and general office duties; assists in the routine administrative activities of a school/program office.

SUPERVISOR:

Director - SPED

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

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

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Under direction of certificated staff, plans, prepares and conducts activities, equipment and materials for home visits, center-based visits, individual and group activities and classes
- Conducts lessons with assigned students and families
- Schedules home and school/classroom visits, activities, and for assigned students and families
- Accompanies teacher on home visits, interpreting English/Spanish as necessary
- Demonstrates and models strategies to support child development through play and interaction with the child and family while implementing lesson plans
- Demonstrates and models strategies to support the development of listening skills and communication skills (spoken and/or manual) through interaction with the child, teacher and parent
- Monitors and troubleshoots hearing aids, cochlear implants, amplification systems and assistive listening devices and reports status of equipment to teachers and parents
- Maintains in good repair, organizes, stores, and prepares toys and resources for use in activities
- Assists in making materials needed by program teachers

- Interprets for families and staff members during assessments, home visits, lessons, classes, phone calls, and during six (6) month reviews and amendment meetings
- Translates simple notes, home visit forms, and other parent communications
- Maintains ongoing communication with families to coordinate program and community services
- Tracks student eligible medical support and inputs data
- Completes forms, logs and paperwork required for MediCal reporting
- Collects and reviews student data such as strengths, methods, strategies best used in support of IEP and IFSP goals
- Supports the preparation and maintenance of individual student medical and educational records, including request for records, and checking enrollment paperwork for completeness
- Supports the set-up and maintenance of a filing system for efficient collection, retention and retrieval of student program information
- Performs basic clerical support including but not limited to: typing, copying, and entry of information into software applications
- Assists certificated staff in administering a variety of formal and informal assessments
- Completes various logs and forms regarding services delivered and/or required for students and families
- Monitors and evaluates student progress and completes records accurately
- Participates physically with students in activities as needed
- Supervises students as directed
- Assists in the management and housekeeping of the classroom
- Organizes room displays, bulletin boards and interest areas appropriate to the students' goals;
- Assists in ensuring a safe classroom environment
- Frequently travels within Monterey County visiting school sites, attending meetings and making home visits
- Complies with the Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds and 100 pounds with assistance; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Any combination of post-secondary education, experience, training and/or technical experience

working with individuals with hearing impairment, which has provided the applicant with the required knowledge and abilities to successfully perform job duties

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques
- First Aid
- Universal health precautions
- Specialized training appropriate for area of assignment
- Strong English verbal and written communication skills including spelling, grammar and punctuation
- Strong Spanish verbal and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques

Skills and Abilities:

- Design, prepare and/or adapt instructional resource materials in a support capacity
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Operate a variety of office equipment and machines
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English and Spanish, clearly and concisely, both orally in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with young children with disabilities and their families
- Maintain cultural awareness and sensitivity to work with differing attitudes and lifestyles
- Manage time and organize and schedule work day
- Handle information in a discreet and confidential manner
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Analyze situations accurately and adopt an effective course of action
- Understand and carry out oral and written directions
- Work under general supervision and function effectively within a team setting
- Physically participate in activities in the home and classroom environments
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by student
- Operate a vehicle safely and efficiently

Desirable Qualifications:

- Coursework in education, psychology, child development, classroom behavioral management and/or Early Childhood Education
- Experience working with infants and children
- Knowledge of the principals of infant & child development

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability
- Passing score on the MCOE Spanish Language Competency Test level
- First Aid

- CPR certification, appropriate for the assigned age group, within six (6) months of employment
- Complete approved MCOE Crisis Intervention Program within six (6) months of employment

Available Pay Stipends:

- There is a 5% pay differential for Specialized Health Care Procedures if assigned to specific students and trained by MCOE
- There is a \$500 stipend for certification and willingness to administer emergency medications/procedures as defined by contract

Reformatted 04-12-16
Revised 10-10-16