

MONTEREY COUNTY OFFICE OF EDUCATION

INSTRUCTIONAL PARAPROFESSIONAL / SIGN LANGUAGE INTERPRETER I INSTRUCTIONAL PARAPROFESSIONAL / SIGN LANGUAGE INTERPRETER II

CLASSIFICATION: Classified
SALARY LEVEL: Instructional Paraprofessional / Sign Language Interpreter I -
based upon qualification and certification **33.5**
Instructional Paraprofessional / Sign Language Interpreter II –
based upon qualification and certification **35**

WORK YEAR:

DEFINITION:

Under the general direction of the Principal, the Instructional Paraprofessional / Sign Language Interpreter performs a variety of duties in support of instructional activities for students who are enrolled in the Deaf and Hard of Hearing Program, using sign language, fingerspelling, and natural gestures. Students who require sign language support require extensive assistance throughout the day in special day and general education classrooms and throughout the school environment.

SUPERVISOR:

Principal

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. Proficiency in sign language is required. See Required Qualifications for sign language competency requirements. *

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

- Provides direct instruction under the guidance and instruction of the classroom teacher
- Communicates with students using speech appropriate to the student's level of understanding including but not limited to, sign language, and auditory/oral approaches
- Simultaneously interprets communication with adults and students using sign language in a special day class and school environments
- Structures signing system appropriate to the specific classroom and curriculum, the student's level of understanding, and uses appropriate facial expressions
- Conveys auditory environmental stimuli including but not limited to bells, alarms, and computer signals
- Plans and prepares appropriate educational activities according to lesson plans and ensures a safe environment for the student

- Assists in the management and maintenance of amplification equipment
- Participates with other staff and team members regarding the implementation of behavioral and treatment plans
- Tracks student eligible medical support and inputs data
- Completes forms, logs and paperwork required for MediCal reporting
- Assists certificated staff in administering a variety of formal and informal assessments
- Collects and reviews student data such as strengths, methods, strategies best used in support of goals
- Monitors and evaluates student progress and completes records accurately
- Provides specialized health and behavioral support as assigned
- Administers medication as prescribed and directed by the classroom teacher or school nurse
- Supervises students on and off the bus, at recess, meals, on fieldtrips and all other times as directed by the classroom teacher
- Assists in mainstreaming students and monitors medical and behavioral issues as assigned
- Attends meetings as required
- Assists in providing snack and meals during school day as mandated by student educational programs
- 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
- Specialized training appropriate for area of assignment (i.e., behavior training, sign language, etc.)
- Must have achieved the scores listed below on one of the following assessments: Educational Interpreter Performance Assessment (EIPA), the Educational Sign Skills Evaluation: Interpreter / Receptive (ESSE-I/R), or the National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI):

Signing Instructional Paraprofessional I - requires a minimum score of 3.0 (up through 3.4)

When receptive and expressive scores are listed separately, one score must be in the 3.0 to 3.4 range and the other score must be at least a **2.0**

Signing Instructional Paraprofessional II - requires a minimum score of 3.5 (up through 3.9) When receptive and expressive scores are listed separately, one score must be in the 3.5 to

3.9 range and the other score must be at least a 2.5

Knowledge of:

- Proficiency in manually coded English (SEE, Signed English, and/or PSE) and American Sign Language (ASL), including finger spelling and simultaneous interpreting, as verified by examination with qualifications as listed above
- Strong English verbal and written communication skills including spelling, grammar and punctuation
- Strong organizational and planning skills
- First Aid
- Universal health precautions

Skills and Abilities:

- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English clearly and concisely, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities
- Physically participate in activities outside the classroom such as: vocational training, mainstreaming, recreational activities and field trips
- Handle information in a discreet and confidential manner
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Operate a variety of office machines including computers
- Analyze situations accurately and adopt an effective course of action
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Handle information in a discreet and confidential manner
- Exercise reasonable judgment in unusual circumstances
- Analyze situations accurately and adopt an effective course of action
- Understand and carry out oral and written directions
- Work under direct supervision
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Work both independently and function effectively within a team setting
- Provide specialized health care procedures as outlined by State regulations (training will be provided)
- Perform appropriate First Aid and CPR when necessary

Desirable Qualifications:

- Experience working with the hearing impaired
- Coursework in education, psychology, child development, classroom behavior management and/or Early Childhood Education
- Awareness of developmental levels in areas of instruction

Licenses and Certifications:

- Sign Language Proficiency; see *Education and Experience* above for qualification levels and allowable tests
- Possession of an appropriate, valid California Driver's License, and evidence of insurability
- 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 and maintains valid certification

Available Pay Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish and Braille, as certified by MCOE
- 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

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