

Job Title:	Paraprofessional Deaf Education	Wage/Hour Status:	Hourly
Reports to:	Coordinator RDSPD, AI & VI Itinerant /Campus Administrator	Pay Grade:	904
Dept. /School:	Special Education/Assigned Campus	Date Revised:	September 12, 2022

Primary Purpose

Assist deaf education teacher provide physical and instructional needs of students who are deaf/hard of hearing in an RDSPD setting. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of principal, certified deaf education teacher, and Coordinator RDSPD, AI & VI Itinerant.

Qualifications**Education/Certification**

High School Diploma/GED, or Higher Education from an accredited institution of higher education AND Minimum of 48 credit hours from an accredited institution of higher education OR Passing score on the ParaPro Assessment

Special Knowledge/Skills

- Ability to use and understand sign language
- Ability to work with children who are Deaf/ Hard of Hearing and other disabilities
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Effective organization, communication and interpersonal skills

Experience

Experience working with teachers and students in various settings

Major Responsibilities and Duties

1. Assist the teachers with record-keeping tasks and prepare required reports (i.e. tracking classroom inventory, maintenance of equipment, and surplus paperwork).
2. Assist in managing classroom instructional materials and adapting materials or devices to meet the needs of the student and classroom displays.
3. Provide orientation and assistance to substitute teachers.
4. Assist students with physical disabilities according to their needs, including transferring to and from wheelchair, lifting, or positioning.
5. Assist students with physical needs and personal care including feeding, bathroom needs, and personal hygiene.
6. Facilitate group and individual activities by adapting to each student's needs as directed by the classroom teacher.
7. Supervise group instructional and social activities which will assist the student in developing independence.
8. Assist both regular and special education teachers as per ARD committee recommendations in implementing instructional modifications.
9. Supervise students' arrival and departure from the classroom and/or bus; check with bus monitor on student concerns; assist students in moving between classrooms; assist in physical education classes; supervise students in cafeteria; monitor students on the playground and at extracurricular activities.
10. Support an interactive and cooperative learning and working environment.
11. Provide a positive role model in sign language and/or speech and language as well as social skills.
12. Seek to improve sign language skills and level of competency.

- 13. Assist the teacher during conference period in monitoring the student’s IEP, behavior plan, or other specified ARD assessments/monitoring requirements.
- 14. Assist the teacher in preparing for an ARD committee meeting.
- 15. Assist the teacher in distributing, monitoring, and implementing instructional modifications within the regular education setting.
- 16. Assist in implementing a Behavior Intervention Plan or Counseling Plan within classroom/educational environment.
- 17. Participate in staff development opportunities that ensure professional growth and that are related to legal issues of implementation of an individual education/behavior plan of students.
- 18. Complete and submit service delivery logs as reflected in IEP.
- 19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Instructional aids, audio-visual equipment, wheelchair lift, ramps, and copier

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain\emotional control under stress, works with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing, and pulling; heavy lifting of students. Biological exposure to bacteria and communicable diseases. Must be able to lift a minimum of 40 pounds. However, weight requirement will vary according to individual weight of students in the classroom.

Terms of Employment

184 days; salary to be determined by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.