

Job Title:	Paraprofessional Communication Aide	Wage/Hour Status:	Non-Exempt
Reports to:	Coordinator RDSPD, AI & VI Itinerant	Pay Grade:	905
Dept. /School:	Special Education & Health Services Center	Revised:	October 20, 2021

Primary Purpose

Provide communication support services for students who are Deaf/Hard of Hearing (D/HH) mainstreamed in the school system. Facilitate communication among students who are D/HH and their hearing peers, the classroom teacher, and other school personnel. Communicate using language appropriate for the student and clarify aspects of the student's surroundings (e.g., routines, rules, concepts, and social norms).

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education
OR
Associates Degree in Sign Language/Interpreter Preparation

Special Knowledge/Skills

- Ability to use and understand sign language
- Command of sign language systems and vocabulary used by students and the educational program
- Ability to work with children who are Deaf/Hard of Hearing (D/HH) and other disabilities
- Ability to work in tandem with the classroom teacher in providing communication assistant for students who are D/HH
- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Effective organization, communication, and interpersonal skills

Experience

One (1) year experience working with students and parents who are Deaf/Hard of Hearing
One (1) year experience in interpreting, including practicum and internship

Major Responsibilities and Duties

1. When necessary, under the direction and supervision of the teacher, review material, with the student who is D/HH, recently presented in class, introduce new vocabulary, and establish signs for vocabulary in upcoming lessons.
2. Conduct group and individual activities with students under the direction and supervision of the teacher.
3. Inform teacher of special needs or problems of assigned students.
4. Assist the teacher in preparing materials for classroom.
5. Check amplification (hearing aids, FM/DM system, external check of cochlear implant and bone-anchored hearing aid) and record/report problems to RDSPD Audiologist/RDSPD teacher.
6. Facilitate communication during lunch, recess, transition, etc.
7. Facilitate communication for student who are D/HH during assemblies, concerts, ceremonies, field trips and as needed in other school activities and school environments.
8. Maintain confidentiality with respect to student, parent and staff information.
9. Participate in appropriate district, school in-service activities.
10. Other duties when not facilitating communication include tutoring, note taking, assisting students who are Deaf/Hard of Hearing (D/HH) teacher and classroom teacher.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

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

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Repetitive hand motions. Work with frequent interruptions. Frequent standing; stooping, bending, kneeling, pushing, and pulling; occasional lifting of 20 pounds or more. May be required to provide personal care for students with special needs; may have potential exposure to body fluids and frequent childhood and teen illnesses. Work inside and outside (exposure to sun, heat, cold, and inclement weather).

Terms of Employment

184 days, salary to be established 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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with federal funds and my job duties/responsibilities must comply with the Federal Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with Federal Program requirements.

Supervisor Signature: _____ Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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.