

**Escondido Union High School District  
Job Description**

**Job Title:** DHH Instructional Assistant  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Instructional Support  
**FLSA Status:** Nonexempt  
**Salary Level:** 17  
**Approved By:** Board of Education  
**Approved Date:** August 30, 2011

**NATURE OF WORK:**

Provides assistance to one or more teachers in a classroom for deaf or deaf and hard of hearing students. This assistant may use American Sign Language to assist in communication with deaf and hard of hearing students. Skill level is limited and usually does not involve reverse signing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assists Special Education teacher in communicating with deaf and hard of hearing students assigned to special education classes.

Tutors students needing explanations or interpretations in sign language.

Implements teacher's plans by assisting students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

Assists in the administration of various tests.

Supervises classroom activities as assigned by teacher.

May attend field trips to assist with student supervision.

May accompany hearing impaired students to mainstream classes.

**QUALIFICATIONS**

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

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); completion of course in American Sign Language I or higher, completion of or concurrent enrollment in American Sign Language II or higher.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Driver's License

### **KNOWLEDGE OF:**

Child guidance principles and practices, especially as they relate to special education students; problems and concerns of students with special needs; basic subjects taught in District schools, safe practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques including computer applications; classroom procedures and appropriate student conduct.

### **ABILITY TO:**

Assist with instruction and related activities in an assigned special education program; reinforce instruction to students with learning disabilities, language, communication and behavioral problems; perform clerical duties such as filing, duplicating and maintaining records; print and write legibly; add, subtract, multiply and divide quickly and accurately; understand and follow oral and written directions; read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to students, parents or other employees; communicate effectively with students and adults; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; communicate effectively both orally and in writing; communicate effectively in English; supervise and discipline students according to approved policies and procedures.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to talk and regularly required to hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **COMMENTS**

The individual assigned to this position will work with special education students who have needs for translation from English to sign language. Must demonstrate patience and an ability to assist students who have been identified as needing special assistance. As an employee of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, and must model the behavior expected of students and must be willing to provide paraprofessional assistance to the assigned teacher.