

Job Description

Sedgwick County Educational Services Interlocal Cooperative #618

Paraeducator – Deaf/Hard of Hearing

Purpose Statement

The job of Paraeducator – Deaf/HOH is done for the purpose/s of providing support to the instructional program with specific responsibilities for interpreting in sign language for students who are hearing impaired; interprets in sign language primarily in support of the special education program in a variety of circumstances.

This job reports to the Teacher of the Deaf/HOH and/or other Licensed Staff Member.

Essential Functions

- Assists assigned students in a variety of situations (e.g. sports, classes, friends, family, etc.) for the purpose of providing and conveying information.
- Attends a variety of meetings (e.g. staff meetings, workshops, in-services, etc.) for the purpose of receiving and conveying information related to their role.
- Collaborates with internal and external personnel (e.g. administrators, coaches, public agencies, community members, etc.) for the purpose of implementing and maintaining services and programs for assigned student.
- Listens to speakers with the intent to translate to student in sign language for the purpose of providing information, instructions, and help to student while modeling established rules of grammar and formality in sign language.
- Maintains a variety of documents, files, and records for the purpose of providing an up-to-date reference trail.
- Prepares a variety of documents, reports, and written materials for the purpose of communicating information, providing written support, developing recommendations, and conveying information.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, bullying, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to State Law and school policies as a mandated reporter.
- Researches a variety of work-related topics (e.g. current practices, language changes, etc.) for the purpose of remaining current in the field.
- Translates accurately and concisely from English to Sign Language and from Sign Language to English for the purpose of providing interpretation for school and District-level functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; high level skill in sign language and skill in simultaneous sign translation; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math calculations; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Special Education terms (legal, medical, educational); Special Education processes and programs; and protocol in confidential translation and interpretation.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes;

and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining cooperative and effective working relationships with others; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds, some pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 45% sitting, 10% walking, and 45% standing. This job is performed in a generally clean and healthy environment. Regular attendance is an essential function of the job.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent. Some college hours preferred.

Equivalency:

Required Testing

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
ESSE - Level 3 or equivalent

Continuing Educ. / Training

Clearances

FLSA Status
Non Exempt

Approval Date

Salary Grade