

ORANGE UNIFIED SCHOOL DISTRICT

**INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION
INTERPRETER-TUTOR**

DEFINITION

Under general supervision, provide interpretation and translation services for students with severe hearing impairments; tutor hearing impaired students in academic and elective subjects; interpret classroom instruction, instructional materials, media and conversation.

REPRESENTATIVE DUTIES:

- Interpret a variety of verbal and written instructions, instructional materials and conversation using a designated sign language.
- Tutor and provide instruction as needed to individual or small groups of students as directed by the teacher.
- Prepare hearing impaired students for mainstream classes according to established procedures; assist students in mainstream classrooms as necessary.
- Assist students in developing coordination during physical education using a variety of methods, including jumping rope, basketball, running, skipping and bending.
- Participate and assist in a variety of projects and programs, including video programs, storytelling, crafts and food projects.
- Operate a variety of classroom and specialized equipment (including copiers and other equipment).
- Check students' hearing aides daily or as needed.
- Assist students during other school-related activities as needed including field trips; assist students in getting on and off the bus.
- Monitor lunch and recess periods as required.
- Perform related duties as assigned.
- Translate from sign language of hearing impaired students into spoken English.
- Assist classroom teachers in the instruction of hearing impaired.
- Tutor hearing impaired students in elective and academic subjects.
- Assist students with assigned work and reinforce concepts.
- Check work for completeness and accuracy.
- Assist in shaping of appropriate behavior.
- Report student progress toward accomplishment of objectives.
- Assist in supervision of students during classroom and school activities, recess, and field trips.
- Assist in preparation of instructional materials and/or equipment for learning activities.
- Assist in maintenance of student records and files.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This position classification performs light work that involves sitting a portion of the time, may require lifting approximately fifty (50) pounds or more on occasion (e.g. lifting of students and equipment to implement toileting procedures or movement of student to/from wheelchair,

ORANGE UNIFIED SCHOOL DISTRICT

INST. ASST. /SP ED-INTERPRETER-TUTOR

stander, walker, etc), pushing and/or pulling of objects, and walking and standing for extended periods. Positions in this class require mobility to stand, stoop, reach and bend and dexterity of hands to grasp and manipulate small objects. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects and providing oral information.

This position may directly involve diapering and toileting of students. It may also involve the provision of specialized health care services such as providing specialized medical care (tube feeding, catheterization, glucose monitoring and injections) under direct/indirect supervision/training of the school nurse. A stipend may be paid for performance of specialized medical care procedures.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Student behavior and development, and developmental characteristics of the hearing impaired; methods and techniques for communication with hearing impaired students; basic techniques of instruction; methods used to control and motivate students; effectively tutor and assist students in academic and elective subjects; correct English usage, punctuation, spelling, and grammar, and any specific subject area for which paraprofessional application is made; simple record keeping, safe working methods and procedures.

Ability to:

Understand the special needs of hearing impaired students; operate a computer and other specialized equipment utilized in teaching hearing impaired students; communicate effectively both orally and in writing; develop and maintain effective relationships with students; maintain a healthy and safe environment; establish and maintain effective working relationships with others; understand and follow oral and written directions; exchange information; monitor and observe students; simultaneously interpret to and from sign language; demonstrate an understanding, patient, and receptive attitude toward hearing impaired students; speak clearly and distinctly; learn and utilize teaching aids to assist the hearing impaired in instructional activities; pass a proficiency test given by the District; understand and carry out oral and written instructions; maintain cooperative and effective working relationships.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent.

Highly desirable: One year experience working with hearing handicapped children.