



## PERSONNEL COMMISSION

**Class Code: 3271**  
**Salary Range: 16 (C1)**

### INSTRUCTIONAL AIDE - DEAF/HARD OF HEARING

#### JOB SUMMARY

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment; assist in meeting the needs of students in support of Individualized Education Plans (IEP) goals. **E**
- Utilize various means of total communication such as sign language, lip reading, speech, fingerspelling and gestures to facilitate language development and learning; assist students in learning patterns of speech by helping them produce sounds, words and sentences. **E**
- Observe and record information regarding student behavior, progress and other significant data; administer and score tests; inform teachers of student progress and issues or concerns. **E**
- Encourage and guide students to sequence tasks, be aware of their personal appearance, take care of personal needs and become self-reliant; guide students to relate to individuals who are not hearing impaired. **E**
- Give guidance and provide examples for student learning in areas such as academics, vocational skills, mobility training, social and leisure skills, auditory training equipment/hearing aids, physical development and fitness and personal hygiene. **E**
- Assist with monitoring classroom, outdoor, playground, nutrition and field trip activities; direct students into safe activities and encourage positive relationships. **E**
- Assemble material for classroom projects; make charts or tapes and prepare displays; set up and arrange supplies and equipment for student use; decorate classrooms, resource rooms, libraries, and other student areas. **E**
- Perform a variety of routine clerical duties such as filing, taking roll, collecting monies, filling out forms and applications, maintaining records, compiling lists and

reports, correcting papers, assisting in inventories, recording scores and typing tests, memoranda, forms, worksheets, simple agendas and similar materials. ***E***

- Demonstrate use of equipment and teaching aids to students; may make minor adjustments on audiological/hearing aids and devices; refer families to outside agencies for assistance in obtaining hearing aids and glasses. ***E***
- Operate a variety of office and classroom equipment including audio-visual equipment such as DVD players and projectors. ***E***
- Perform incidental housekeeping tasks such as arranging objects, putting things away and cleaning tables, chairs and work areas. ***E***
- Assist with bus and transportation related tasks including the accompaniment of students on a bus. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District policy; assist with lifting students in and out of wheelchairs. ***E***
- Assist teacher in maintaining relationships between home and school and parent involvement activities; participate in parent-teacher conferences as requested.
- May assist with the training and orientation of other support staff and aides.
- May participate and assist in parent and staff training programs.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Instructional Aide classification by the fact that total communication skills are required. Incumbents reinforce lessons and tutor deaf and hard of hearing students individually or in groups using total (simultaneous signing and oral) communication to facilitate the instructional program. Incumbents are typically assigned to a special education classroom or program.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Sign language and total communication techniques.

Basic principles and practices of child development and behavior.

Safe practices in classroom and playground activities.

Classroom procedures and appropriate student conduct.

Subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

General instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of standard office and classroom equipment.

Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.  
Basic first aid.

**Ability to:**

Assist a certificated teacher in reinforcing lessons and tutoring deaf and hard of hearing students individually or in groups using total (simultaneous signing and oral) communication.  
Utilize various means of total communication such as sign language, lip reading, speech, fingerspelling and gestures.  
Observe and record information regarding student behavior, progress and other significant data.  
Motivate children to participate in learning activities.  
Maintain a continuing relationship with students and staff over a prolonged period.  
Understand and relate to deaf and hard of hearing students.  
Direct students into safe activities and encourage positive relationships.  
Learn laws, rules, practices and procedures related to the assigned education program.  
Perform routine clerical duties such as typing, filing and duplicating.  
Operate standard office and classroom equipment.  
Understand and follow oral and written instructions.  
Establish and maintain effective working relationships with others.  
Work collaboratively as an educational team member.  
Administer first aid or necessary physical assistance to ill or distressed students.

**Education and Training:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level course work relating to total communication as used in this class such as,

American Sign Language or Signing Exact English. Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

**Experience:**

Six months of experience using total communication, preferably working with children.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Classroom, learning center, community setting, playground or school bus environment.

Selective positions may call for the employee to physically assist the students.

The employee may occasionally assist in the cleaning and personal hygiene of students.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to sign and operate office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, crawling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Lifting, carrying pushing and pulling light objects.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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