



# Oroville School District

816 Juniper Street Oroville, WA 98844  
Fax: (509) 476-2190 Phone: (509) 476-2281

## AMERICAN SIGN LANGUAGE PARAEDUCATOR

**Reports to:** JH/HS Principal, Special Education Director

**Building:** JH/HS Principal, Special Education Director

**Hours/Days:** 6.00 - 6.5 hrs per day/180 days a year

**Salary:** \$18.98 - \$24.14

**Union Position:** Yes

**Benefits:** Health insurance benefits for employees working 630 hours or more per year include medical, dental, vision, life and long-term disability plans through the School Employees Benefits Board (SEBB). Retirement benefits are provided through the WA State Department of Retirement Systems (DRS) Sick, and Personal leave and Employee Assistance Program (EAP)

### **JOB SUMMARY:**

Assists students in specialized educational programs who have a variety of physical handicaps, learning disabilities, emotional or behavioral problems on a one-to-one or group basis reinforcing lesson plans; helps support student(s) in methods/approach/pace of instructional material; maintains student discipline in group activities; performs classroom support activities; maintains a variety of records; and performs other related duties as required. Position includes working with deaf or hard of hearing students by communicating using American Sign Language (ASL), Picture Exchange Communication Systems (PECS), Assistive Technology Devices, or other Auditory Verbal programs that use spoken language through listening, language and speech development.

### **JOB ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides sign to voice and voice to sign interpreting of communications between students and teachers using American Sign Language (ASL), or other Auditory Verbal programs that use spoken language through listening, language and speech development.
- Observes teachers' lesson presentations and works with primarily deaf or hard of hearing students reinforcing the teachers' lesson plan;
- Assists primarily deaf or hard of hearing students on a one-to-one or group basis and adjusts teaching methods/approach to individual student needs, moods, and work situations;
- Assists students in academic subjects and study activities relating to various aspects of their Individual Education Plan (I.E.P.);
- Confers with teachers regarding individual student's educational level, specific learning disabilities, learning program and rate of success;
- Motivates students by giving them individual assistance and direction as to what they are supposed to be accomplishing and assists them in completing assignments;
- Maintains daily record of instruction time spent with individual students and material covered;
- Applies behavior modification techniques to maintain student control
- Administers a variety of specialized tests and records results;
- Serves as liaison between classroom teachers, designated instructional service providers, and resource specialists;
- Uses both oral and manual communication in order to explain assignments and answer questions;
- Assists students in developing communication skills such as sign language, speech reading, and English;
- Operates a variety of specialized equipment including visual tech machines, tele-type phones, and other audio-visual equipment;
- Assists primarily deaf or hard of hearing students in the utilization of classroom materials and equipment;
- Assists students in becoming self-reliant;
- Assists students in learning bathroom skills and eating skills;
- Assists students with toileting needs by lifting the student from wheelchair on to toilet, unsnapping his/her pants, washing his/her hands, wiping student, and changing diapers;
- Maintains a variety of records;
- Assists in maintaining a neat, orderly, and attractive work and learning environment;

- Monitors and assists students in the bathroom, on the playground, and other assigned areas;
- May read lessons aloud to students;
- May assist primarily deaf or hard of hearing students in a computer lab
- May operate a variety of office equipment including copiers and computers;
- May travel to multiple classrooms/schools to work with students;
- May ride on school bus with students and assist in the loading and unloading of students from buses and the transferring of students to and from classrooms;
- May be required to attend I.E.P. meetings and parent-teacher conferences regarding deaf or hard of hearing students in order to facilitate communication;
- May help facilitate communication between deaf or hard of hearing students and Career Vocational Assistants for the purpose of job placement;
- Performs other duties as assigned that support the overall objective of the position.

### **PROFESSIONAL RESPONSIBILITIES:**

- Maintains standards of professional conduct, is a reflective practitioner and seeks opportunities to grow professionally.
- Understands the importance of serving as a role model and advocate for all students.
- Participates in student, staff and professional meetings.
- Understands rights to privacy and demonstrates confidentiality
- Observes and follows all Oroville School District policies and procedures, maintains high levels of professionalism and commitment through punctuality and daily attendance
- Performs all duties as assigned
- Assist in the instruction of career and college ready curriculum in content and advisory format

### **OTHER IMPORTANT SKILLS AND ABILITIES:**

- Excellent communication skills with youth and adults
- Deep reservoir of patience
- Ability to remain calm and clear-headed under pressure
- Understands emotional needs and limits of self and at-risk youth
- Knows and practices stress and anger reduction techniques
- Knows and understands group and individual problem-solving techniques
- Understands elements of group dynamics
- Understands cultural and poverty issues with regards to individuals and families.
- True sense of caring for the success and needs of youth
- Sense of humor, reflective and positive
- Solution minded
- Commands a belief that all students can learn at high levels
- Complies with the notion that failure is not an option
- Can balance professional and personal demands and activities on time
- Deal with students in a positive and confident manner;
- Be fair and consistent when working with a culturally, racially and economically diverse student population;
- Adapt to change and remain flexible;
- Organize activities;
- Use necessary equipment, computers, machinery, tools, or software;
- Direct assistants; use non-verbal means of communication
- Deal with specific physical or emotional disabilities and associated conditions, such as, severe behavior disorder;
- Attend to various physical and hygienic needs;
- Establish and maintain effective, positive working relationships with students, parents or guardians, specialists, staff and administrators.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Subject areas appropriate to assignment;
- Effective behavior management techniques;
- Effective instructional techniques;

- Rules and procedures for student safety;

Skills in:

- Proficiency in reading, writing, and oral communications;
- Effective communication with parents or guardians in a culturally, racially and economically diverse community;
- Designing and implementing lesson plans for students having a wide range of achievement;
- Adapting curriculum and programs to meet the intellectual, social, physical and emotional needs of a population of special education students.

**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 speak, stand, talk, walk, see, hear, (corrected or uncorrected), and sometimes, to sit. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

**WORK ENVIRONMENT:**

Required to deal with a wide range of student achievement and behavior; required to deal with a range of student disabilities, the nature of which depend upon the program involved; required to handle multiple tasks simultaneously and prioritize; may experience frequent interruptions; may occasionally or regularly deal with distraught or difficult students; potentially exposed to ordinary infectious diseases carried by students; may be potentially exposed to student bodily fluids and serious infectious diseases carried by students; in some positions the necessary and appropriate instructional methods may require specific positions and movements, and sufficient stamina and exertions, to demonstrate techniques properly for student safety, or to conduct or direct students; in some positions precautions may need to be taken to prevent or lessen exposure of self, and/or students to various materials, fumes, equipment, cutting edges or hot surfaces; may be required in some positions to move, position, or lift students or their special equipment, to restrain students, to attend to the personal hygiene of students, or to accompany students outdoors in inclement weather; may teach in a classroom without telephone communication.

**ACKNOWLEDGEMENT**

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Employees Printed Name: \_\_\_\_\_

*Oroville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:*

Civil Rights Coordinator  
 Jeff Hardesty  
 816 Juniper St., Oroville WA 98844  
 509-476-2281  
[jeff.hardesty@oroville.wednet.edu](mailto:jeff.hardesty@oroville.wednet.edu)

Title IX officer  
 Brennon Schweikart  
 816 Juniper St. Oroville WA 98844  
 509-476-2281  
[brennon.schweikart@oroville.wednet.edu](mailto:brennon.schweikart@oroville.wednet.edu)

Section 504 Coordinator  
 Kelly King  
 816 Juniper St. Oroville WA 98844  
 509-476-2281  
[kelly.king@oroville.wednet.edu](mailto:kelly.king@oroville.wednet.edu)