**Job Title:** Instructional Paraprofessional – RDSPD Program

**Reports to:** Campus Principal, Program Specialist (RDSPD Program), and Executive Director of Special Education

**Wage/Hour Status:** Exempt

**Compensation Plan:** C02, Level 4

**Dept./School:** Campus Assigned

**PRIMARY PURPOSE**

Assist the teacher of the deaf in providing high quality instruction for students who are deaf and hard of hearing in the general and special education settings.

**QUALIFICATIONS**

**Education / Certification**

* High school diploma or General Education Degree (GED) required
* Associate’s degree, completion of 48 college credit hours, or have met the formal academic assessment required by the No Child Left Behind Act (NCLB) required
* Associate of Applied Science Degree in American Sign Language: Deaf Support Specialist or hold a certification in Deaf Support Specialist preferred

**Special Knowledge / Skills**

* Demonstrate knowledge of manual communication, e.g. American Sign Language, Signing Exact English, Conceptually Accurate Signed English, etc.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Work directly with students to facilitate communication between students who are deaf and hard of hearing and others

2. Work directly with students who are deaf and hard of hearing in reinforcing and monitoring skills previously introduced by the teacher of the deaf

3. Consistently utilize the students’ designated modes of communication (e.g. listening and spoken language, simultaneous communication, manual communication, or some other preferred mode) and classroom assistive listening technologies

4. Collaborate with the teacher of the deaf regarding student progress on IEP goals and objectives through discussions and data collection

5. Assemble materials, programs, and/or equipment for students in order to support the provision of high quality instruction

6. Assist students with physical disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning if needed

7. Assist students with physical needs and personal care including feeding, toileting, and personal hygiene if needed

8. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior if needed

9. Assist in supervising students throughout the school day, both inside and outside of the classroom, including lunchroom, bus duty, and playground

10. Inform the teacher of the deaf of any special needs or problems of individual students

11. Assist in inventory, care, and maintenance of equipment

12. Maintain integrity of student confidentiality

13. Provide orientation and assistance to substitute teachers as needed

14. Participate in professional learning, faculty meetings, and special events as needed

15. Comply with all Region 4 RDSPD, campus, and district policies

16. Perform other duties and responsibilities as assigned by supervisor

**EQUIPMENT USED**

Use wheelchair lift, ramps, personal computer, copier, type and audiovisual equipment

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

**Physical Demands / Environmental Factors:**

Frequent standing; stooping; bending; kneeling; pushing and pulling; possible heavy lifting of students. Biological exposure to bacteria and communicable diseases; exposure to students who may display violent behavior

Contact:

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