

Desert Sands Unified School District

Paraeducator/Signer



DESERT SANDS UNIFIED SCHOOL DISTRICT

Office of Classified Personnel Services

Classification: **PARAEDUCATOR / SIGNER** **Salary Range:** **78**

Employment Category: **Classified Bargaining Unit** **FLSA Designation:** **Non-Exempt**

Job Summary:

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Under supervision, provides sign language interpretation for the hearing impaired and performs other related assistant duties as assigned.

Essential Job Functions:

- **Assists** students individually or in groups for the purpose of addressing individual needs and improving academic success.

- **Assists** with administration of tests for the purpose of interpreting information to individuals and assisting teacher in evaluating students' progress.

- **Interprets** classroom lectures, instructional materials, films, tapes, guest speakers and general classroom information for the purpose of assisting in student instruction and improving their academic success.

- **Interprets** a variety of formal and informal verbal communication for the purpose of understanding and improving academic success.

- **Performs** specialized duties for the purpose of applying proficiency in accepted sign language by means of total communication skills.

Essential Job Requirements - Qualifications:

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- **Skills, Knowledge and/or Abilities Required:** Skill to perform common interpretation processes and practices in signing. Skill to perform basic clerical functions, perform basic math calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling. Knowledge of principles of child development, instructional processes. Knowledge of pertinent software applications. Ability to understand and carry out oral and written instructions, maintain confidentiality of student records, meeting schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations

- **Physical Requirements:** The Office of Classified Personnel Services embraces the Americans with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individuals shall be able to perform the essential functions of the position.

- **Education and Training Required:** High School graduate or equivalent and one (1) year experience utilizing sign language. *Completion of two (2) years of higher education study OR possession of an Associate's or higher level degree, OR pass assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.*

NOTE: Incumbents hired prior to January 8, 2002 will have until January 8, 2006 to comply with the college or assessment requirements.

- **Working Conditions:**

- **Environment** – Classroom or other learning environment.
- **Physical Abilities** – Hear and speak clearly and distinctly to provide assistance and information related to classroom assignments; see to monitor student conduct during learning activities; manipulate hands and fingers to operate audio-visual, duplicating and educational training equipment; bend at the waist, stoop and kneel to assist students; and stand and walk for extended periods of time.

- **Licenses, Certifications, Bonding, and/or Testing Required:**

- Successful completion of the State-mandated proficiency examination.

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Current First Aide and CPR Certificates.

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