



Paraeducator – DHH TypeWell Services

GENERAL PURPOSE

Under general supervision, provides instructional support to individual and small groups of deaf and hard of hearing students (DHH) in various subject-matter areas to reinforce classroom lessons; attends lecture and lab classes and utilizes TypeWell transcription equipment to take, edit, and distribute detailed notes to students and teachers; provides interpretation services for school sports events; performs administrative functions in support of classroom and school activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Paraeducator -- DHH TypeWell Services is responsible for providing, under the guidance and direction of a classroom teacher, instruction on various academic subjects to deaf/hard of hearing students in the OCDE/DHH total communication program. An incumbent attends lecture and lab classes and takes and transcribes detailed notes for DHH total communication program students. An incumbent also provides interpretation services for after-school sports events and special classes. Work assigned requires knowledge of subject areas applicable to areas of assignment, mastery of TypeWell transcribing program equipment, and proficiency in and the ability to provide effective instructional support to deaf and hard of hearing students in the DHH total communication program.

Paraeducator – DHH TypeWell Services is distinguished from other DHH Paraeducator classes in that incumbents in the former class provide TypeWell services in addition to using sign language in instruction and communication with DHH students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides instructional support to deaf and hard of hearing students in DHH total communication program classrooms and/or general education classrooms; attends lecture and lab classes and takes detailed notes, utilizing TypeWell transcribing equipment; transcribes and edits notes and distributes to students and teachers.
2. Works with and tutors individual and small groups of students in various academic subject matter areas to reinforce class lessons, improve skill levels, and assist students in completing academic projects/assignments; monitors, carefully documents, and records student performance, as required; participates in assessment of student comprehension of classroom, small group, or one-on-one lessons, instruction, and activities, and corresponding instructional materials, as well as assessment of additional learning needs; adapts classroom lessons, materials, instructional techniques, and methods as appropriate to meet needs, with direction and guidance from teacher as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

3. Prepares basic instructional materials for lesson use under teacher direction; prepares and modifies instructional materials according to individual student needs, according to teacher-determined requirements; grades student tests and papers; records student grades; prepares and maintains a variety of student records and files; duplicates or laminates materials.
4. Assists in maintaining a clean, orderly, and safe learning environment; checks the classroom and outside play areas to ensure cleanliness and safety; assists in cleaning and straightening the classroom and playground; supervises children to prevent injuries; provides basic first aid to students as needed; may assist with student personal hygiene and grooming needs.
5. Provides after-school interpretation services at school sports events, including basketball and softball; works with coaches and other players to provide objective play-by-play reporting; performs interpretation for ROP classes.

OTHER DUTIES

1. Coordinates and maintains the school textbook inventory; distributes and collects/replaces textbooks from teachers; plans for specialized books and workbooks to meet student IEP goals.
2. Maintains the DHH program library; checks books in/out; orders and repairs books and materials; researches new materials for consideration by faculty; categorizes materials for the Reading Counts program to facilitate student selection of relevant materials of interest.
3. Performs general clerical duties in support of classroom and office activities; troubleshoots and resolves computer hardware and software, printer, copier, and other office machine problems.
4. Attends a variety of meetings and training sessions as required.
5. Performs CPR and First Aid as required.

QUALIFICATIONS

Knowledge of:

1. Methods and practices of child guidance, especially as it relates to deaf and hard of hearing students.
2. Special challenges faced by and standard instructional methods and techniques specific to providing effective instructional support to DHH total communication program students.
3. Basic subject matter areas taught in OCDE schools, including mathematics, science, grammar, spelling, language, and reading.
4. Use and operation of TypeWell transcribing equipment.
5. Standard methods of manual communication for the deaf and hard of hearing, including traditional ASL, expressive finger spelling, and total communication.
6. Conflict resolution methods and techniques.
7. Correct English usage, including spelling, grammar, punctuation, and pronunciation.
8. Administrative practices and procedures, including record-keeping, and filing practices and procedures.
9. CPR and First Aid.

Ability to:

1. Provide instructional assistance to students in basic subject matter areas taught in OCDE schools, including mathematics, science, grammar, spelling, language, and reading.
2. Recognize individual student learning needs and adapt instructional methods, materials, and assignments to facilitate learning.
3. Operate TypeWell transcribing equipment at a speed of 100 to 180 wpm while listening and accurately condensing lecture content and materials.
4. Interpret and reverse interpret expressively and receptively, using manual, and oral methods of communication for the deaf and hard of hearing.
5. Operate a computer and other standard office equipment.
6. Organize, set priorities, and exercise sound judgment within areas of responsibility.
7. Organize and maintain confidential student records and files.
8. Communicate clearly and effectively, both orally, and in writing.
9. Understand and follow written and oral instructions.
10. Assist in disciplining students according to approved policies and procedures.
11. Deal with sensitive and difficult situations.
12. Establish and maintain effective working relationships with OCDE management, administrators, faculty, staff, parents, students, and others encountered in the course of work.
13. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is one year of experience working with deaf and hard of hearing children in an organized setting; and one of the following, or an equivalent combination of training and experience:

- Completion of at least two years of study at a college or university; OR,
- An Associate of Arts degree; OR,
- Satisfactory completion of an approved paraeducator test; OR,
- Demonstration of a rigorous standard of quality through a state or local assessment including knowledge of and the ability to assist in instruction in reading, writing, and mathematics.

Licenses; Certificates; Special Requirements:

Demonstrated mastery in the use of TypeWell transcribing equipment.

OCDE in-service or other training and certification as required to meet the needs of assigned student/s.

Obtain valid CPR and First Aid certifications within six months of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel objects or controls, or operate computers and standard office equipment; and perform sign language interpretation services; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist, and lift up to 20 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; and interact with OCDE management, administrators, faculty, staff, parents, students, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in a classroom setting, and the noise level is occasionally moderately loud.