

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: SPED Educational Assistant-
Sign Support**

Department: Instruction

**Grade G
H.P.D. 7
D.P.Y. 196**

Job Description

Date Reviewed: July 2024

Reports To: Special Populations Coordinator

Purpose of Job

The role of the Sign Support EA is to provide sign language assistance to students who are deaf or hard of hearing when an Individualized Education Plan (IEP) team determines that the student's communication system and language foundation are insufficient for an educational interpreter to be beneficial. In these instances, the Sign Support EA works in collaboration with a Certified Teacher of the Hearing Impaired.

Additionally, the Sign Support EA provides sign language support, in collaboration with a Speech/Language Pathologist, Deaf Educator, or Special Educator, to students with IEPs who can access environments through hearing but need manual signing to support their expressive and/or receptive communication as part of a total communication program. The Sign Support EA does not serve as the student's teacher or primary language instructor. Instead, they facilitate communication through signing and potentially other high or low assistive technology systems, such as Augmentative Communication devices (AAC) or Picture Exchange Communication Systems (PECS).

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Communication Support:

- Complete 20 hours of training on American Sign Language or equivalent per year
- Utilize alternative communication methods, such as simplified signing, gestures, visual aids, and augmentative and alternative communication (AAC) devices, to facilitate understanding

- Adapt communication techniques to meet the unique needs and learning style of the student
- Continuously assess and modify communication strategies to ensure effectiveness

Collaboration:

- Work closely with the student's educational team, including teachers, special educators, speech-language pathologists, and other support staff, to develop and implement appropriate communication plans
- Participate in IEP meetings to provide input on the student's communication needs and progress
- Maintain open and effective communication with the student's family to support continuity of care and learning

Instructional Support:

- Assist the classroom teacher in delivering instruction and facilitating classroom activities
- Adapt instructional materials and activities to ensure the student can access and engage with the curriculum
- Provide one-on-one or small group support as needed

Behavioral Support:

- Implement behavior management strategies as outlined in the student's IEP or behavior intervention plan
- Monitor and report on the student's behavior and progress to the educational team
- Provide positive reinforcement and support to encourage appropriate behavior and engagement

Documentation and Reporting:

- Maintain accurate records of the student's communication progress and any adaptations or strategies used
- Provide regular updates to the educational team on the student's performance and any areas of concern
- Ensure confidentiality and compliance with all relevant regulations and policies

Professional Development:

- Participate in ongoing training and professional development opportunities to stay current with best practices in communication support for students who are deaf and cognitively impaired
- Seek out resources and collaborate with colleagues to enhance skills and knowledge

Additional Job Functions

Performs other duties as required

Minimum Training and Experience Required to Perform Essential Job Functions

Must meet the highly qualified standards for Paraprofessionals. High School Diploma (or equivalent) required, completion of two years of study (48 semester hours) at an institution of higher education; or obtained an associate's or higher degree; or passing score of 456 on the ParaPro Assessment. Additional coursework or training in special education, communication disorders, or a related field is preferred but not required. Experience working with students who are deaf/hard of hearing and/or neuro divergent, preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE:

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE:

A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has working knowledge of the policies, procedures, and activities of the School System and/or outside setting such as a state school, classroom and sign language practices as they pertain to the performance of duties relating to the job of Educational Assistant Sign Support. Carrying out the main duty of translating the spoken word into sign language requires listening, sign language and communication skills. An Educational Assistant may also have to do research if he or she is working in a situation involving information they are unfamiliar with in order to gain an understanding of what will be communicated. A good memory is also important since an effective communicator will need to remember what has been said in order to communicate it. Has working knowledge of classroom, sign language and communication practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and create written reports and documents in a concise, clear, and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Has working knowledge of classroom, sign language and communication practices as necessary in completion of daily responsibilities.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date