

NORTHVILLE PUBLIC SCHOOLS
Paraprofessional Unit

HEARING INTERPRETER PARAPROFESSIONAL

JOB DESCRIPTION

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

- Associates Degree or higher, or successful completion of the Work Keys Test
- Good interpersonal skills
- Ability to lift forty (40) pounds
- Must possess enthusiasm, and display initiative
- Good organizational skills
- Strong computer skills and be familiar with Micro Soft Word, Excel and email technology
- Ability to sign American Sign Language (A.S.L.) or Signed Exact English (S.E.E.) preferred.
- Quality Assurance (Q.A.) Rating I required
- Quality Assurance (Q.A.) Rating II preferred

SUMMARY: To serve as a facilitator of communication between a student with Aproxia and others, including teachers, service providers, and peers, within the educational setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are by way of illustration and not by way of limitation:

1. Maintain confidentiality of student and school information
2. Assume an active role in supervising the assigned student/s.
3. Comply with work related requests and accept the direction of the teacher and/or building principal.
5. Carry out instructional plans as designated by the special and general education teacher(s) and if appropriate, students' Individual Educational Plans (IEPs).
6. Implement prescriptive educational plans as specified in the IEP.
8. Assist the teacher(s) in preparing and developing various teaching aids, modifications to curriculum and appropriate accommodations if specified in the IEP.
9. Assist student(s) with lesson assignments to reinforce learning concepts.
10. Assist teacher(s) in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff.
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Assist the teacher(s) in related instructional activities (e.g., field trips, special programs, assemblies, etc.) as directed.
13. Attend required meetings and in-services.
14. Travel with students to special classes as required.

15. Comply with and support school policies and procedures
16. Model non-discriminatory and anti-bullying practices in all activities.
18. Assist students with all aspects of toileting, which may include diapering, and lifting on and off the toilet, changing tables or mats.
19. Perform other duties as assigned by the teacher(s) or building administrator in accordance with school policies and procedures.

EVALUATED BY: Building administrator with input from the teacher(s)

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria, auditorium, and playground areas. Frequent walking, standing, sitting, stooping, and lifting may be required. Occasional lifting, movement, and transferring of students may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise, and hazards. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.