



JOB DESCRIPTION

Position: Program Signing Assistant - ESY

Reports To: ESY Site Manager

Job Goal: Work within the Deaf/Hard of Hearing classroom setting to maximize all students' learning and to foster their participation in all school activities under the direction of the classroom teacher.

Qualifications:

1. Approval by ISBE as a Para Professional.
2. Some sign language ability and interest in improving sign skill if needed.
3. Genuine regard for the well-being of students.
4. Physical ability to lift and position students if needed.
5. Experience working with students preferred.

Duties and Responsibilities:

1. Provide individual or small group instruction under the teacher's supervision.
2. Communicate at student levels and according to the needs of the student.
3. Accompany students into special classes as assigned.
4. Facilitate communication between students in D/HH Program and others.
5. Demonstrate care for, correct use of, and maintenance of equipment, materials and school property.
6. Assist students with the use and care of adaptive equipment.
7. Take appropriate initiative when no specific task is assigned.
8. Demonstrate a positive, caring attitude toward students.
9. Develop classroom materials, check student work, and assist in maintaining a clean, orderly learning environment.
10. Assist students with bathroom/hygiene needs according to teacher request or needs of student; use appropriate sanitation during these activities.
11. Assist with playground duties as requested by certified staff.
12. Demonstrate commitment to the safety of students by knowing ways to avoid injuries as well as knowing emergency procedures.
13. Follow through on behavior programs, including handling minor behavior situations or collecting data as requested.
14. Assist students onto and off buses (including buckling seat belt or harness) and into the appropriate classroom or area.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Terms of Employment: ESYcalendar at compensation set by the SASSED Board of Control.

Evaluation: Performance of this job will be evaluated.