

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED FEBRUARY 2012**  
**RANGE: 39.0**  
**CLASSIFIED**  
**CODE: NONE**

### **SIGN LANGUAGE SPECIALIST**

#### **DEFINITION**

The Sign Language Specialist will assist and support the teacher in the educational process for students with severe hearing impairments in an academic setting.

Under supervision, the Sign Language Specialist is responsible for tutoring or other instruction, and assisting in classroom management.

#### **EXAMPLES OF DUTIES**

Instruct students using appropriate sign language communication;

aid students by interpreting a variety of instructional exercises, and by presenting various instructional materials designed to enhance the learning process;

provide small group and one-on-one tutoring for students in the areas of reading, writing or mathematics;

tutor/assist students with study activities in carrying out the various aspects of their individual educational plan, and instructional information;

report student progress toward the accomplishment of performance objectives;

assist in the shaping of appropriate social behaviors;

prepare and assist in the preparation of a variety of instructional materials and learning aids;

maintain a variety of records and files, which may include student records and information;

may operate or assist students in the operation of a variety of instructional media machines and specialized equipment for the deaf;

may requisition, distribute, and maintain an appropriate inventory of textbooks, instructional materials, supplies, and equipment;

maintain data;

may administer routine first aid and request assistance for serious injury or illness;

perform a variety of routine clerical functions;

assist in administering criterion referenced and general achievement tests, and record the results;

perform other related tasks as required.

#### **QUALIFICATIONS**

##### Knowledge of:

Knowledge of basic record management, storage and retrieval systems and procedures;

basic concepts of child growth and development, and developmental behavior characteristics of the hearing impaired;

the use of SEE (Signing Exact English) and ASL (American Sign Language) for academic instruction).

Ability to:

Ability to communicate effectively in written form or by using SEE/ASL;

utilize a variety of appropriate instructional materials as well as office-related machines and equipment;

demonstrate an understanding, patient and receptive attitude toward hearing-impaired students of various age groups;

use SEE (Signing Exact English) and ASL (American Sign Language) for academic instruction;

effectively and efficiently tutor and instruct students in academic subject areas common to an elementary or secondary school setting;

utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;

understand deaf culture and promote cross-cultural communications;

stoop, bend, kneel, crawl, sit on floor, lift 50 pounds, and see sufficiently to perform the duties listed.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in sign language communication, instructional technology, and subject matter areas applicable to the education of the hearing impaired.

Experience:

Two (2) years of paid or volunteer experience performing interpreting and translating functions for hearing impaired students utilizing ASL (American Sign Language) and SEE (Signing Exact English).

Certificate requirement:

Possess or secure within six (6) months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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