

Randolph County Schools
Job Description

TITLE: Sign Support Specialist

QUALIFICATIONS:

- A. High school diploma or equivalent.
- B. Passage of WV Competency Test for "Aide".
- C. Must provide documentation to show minimum level of Survival Plus Sign Language Proficiency Interview SLPI Rating.

REPORTS TO: Principal/Director of Special Education

SUPERVISORY
RESPONSIBILITIES: None

JOB RESPONSIBILITIES:

- 1. Assist with the instructional process as designed by the Teacher.
- 2. Perform English to sign and sign to voice translation using American Sign Language (ASL) and English format.
- 3. Provide tutorial assistance on a one-to-one basis with hearing impaired/deaf students.
- 4. Maintain an environment that is safe for students and conducive to learning.
- 5. Assist with supervision and instruction of hearing impaired/deaf students in the classroom and on school property included, but not limited to, instructional areas, cafeteria, playground, and on the bus.
- 6. Provide individualized and/or small group instruction to reinforce skills that have been taught by the teacher.
- 7. Assist in implementing lessons based on county/school objectives and needs and abilities of students.
- 8. Complete all Medicaid documentation and billing by the county's designated time frame, as needed.
- 9. Maintain record keeping and perform routine clerical duties as it pertains to the student's programs.
- 10. Demonstrate knowledge of office equipment, computers, and other technology in meeting the needs of the student.
- 11. Maintain confidentiality.
- 12. Specific vision abilities required including close, color, and peripheral vision, depth perception, and the ability to adjust focus.

PERFORMANCE
STANDARDS:

- 1. Demonstration of appropriate work habits.
 - A. Observation of work hours
 - B. Regular attendance
 - C. Compliance with policies/procedures
 - D. Observance of good safety practices
 - E. Meeting of schedules in a reasonable fashion
 - F. Acceptance of change
 - G. General appearance of work area
 - H. Demonstration of initiative with regard to job assignment

- I. Maintenance of Confidentiality
 - J. Appropriate relationships with fellow employees
 - K. Appropriate appearance and dress for assigned responsibilities
- 2. Demonstration of appropriate job performance skills .
 - A. Work judgments (organization and coordination of assigned duties)
 - B. Quality of work
 - C. Ability to follow instructions correctly
 - D. Acceptance of responsibility
 - E. Efficiency under stress
 - F. Operation and care of equipment
 - 3. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: 200 days. Salary and work years to be established by the RCBOE

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the board's evaluation policy (4220).