



Job Description

One-On-One Educational Assistant - Deaf-Blind

Job Title: Educational Assistant: one-on-one Deaf-Blind	FLSA Status: Non-Exempt Hourly 15-21
Department: Classroom	Hours: Part Time 15-20 hrs/ week
Reports To: Classroom Program Manager	Prepared Date: June 2018

Summary: Provides direct support to a student with Deaf-blindness for the length of the instructional day (9:00AM-12:00PM) as determined by the student's Individual Educational Plan (IEP). In addition, you may be asked to observe therapy sessions and attend progress meetings for the student. There are weekly team meetings, monthly all-staff meetings and inservice days that you will be required to attend.

Essential Duties and Responsibilities:

- Support the needs and well-being of the student in an emotionally responsive and professional manner.
- Under the direction of the teacher, reinforces the educational program by tutoring and adapting or modifying classroom materials (visual and/or tactile) to meet the specialized needs of assigned student.
- Follow the student's individualized education plan (IEP) and the modifications and instructional techniques recommended by the student's educational support team, and assist in ensuring that the goals of the student's IEP are implemented effectively.
- Work cooperatively with parents, staff members, and a variety of direct service providers and consultants including: Teachers of the Deaf, Vision Specialists, Speech Therapists, Occupational and Physical Therapists, Orientation and Mobility Instructors, and other professionals.
- Assist Deaf-blind student by providing audio, visual, and/or tactile information to help facilitate their participation in classroom instruction or enlarged print as required.
- Facilitate effective communication between Deaf-blind student, other students, and staff by adjusting to the educational, and communication levels required, as well as incorporating environmental cues.
- Facilitate and encourage the development of the student's self-esteem and independence to their full potential through established programs and techniques.
- Ensure the safety of assigned student in the preschool with the use of orientation and mobility techniques.
- Participate in the assessment of the student and collaborate with the Teacher in the preparation of IEPs, progress reports, behavior plans, data collection, and other documentation for program monitoring.
- Participate, as required, as a team member in meetings with students, teachers, and parents/guardians to review goals and develop revision.
- Refer to information provided by the classroom teacher and/or child's Listening and Spoken Language Therapist about needs, strategies/techniques and expected outcomes by the teacher when working with children.
- Record data (language samples, student performance) in a manner consistent with areas outlined by the classroom teacher and/or therapist.
- Support the teacher using auditory-verbal techniques.
- Support the teacher in checking student technology and completing listening checks on a daily basis.
- Performs other related duties as required.



Supervisory Responsibilities: This position does not have supervisory responsibilities.

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Qualifications: 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.

Education/Experience: Associate's degree (A.A.) or equivalent from two year college or technical school in Speech and Hearing, Child Development and/or Early Childhood Education; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Licenses/Special Requirements:

Role is subject to a background check. Possession of valid First Aid and CPR Certifications or willingness to acquire depending on job assignment. Must be comfortable working in close physical proximity to students while frequently using touch to communicate with and instruct students who are primarily tactile learners; and willing to wear clothing that enhances visual communication.

Skills and Abilities: Excellent interpersonal skills and proven ability to connect well with others including students, teachers, coworkers and families; creativity and passion for learning; a positive attitude; working knowledge of Microsoft Word. Provide instructional support and demonstrate a tolerance to frustration. Ability to organize work and set priorities to meet deadlines.

Language Skills: Ability to read and interpret documents such as rules, instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of families and coworkers.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in a school environment and to perform the job, the employee is frequently required to talk, hear, stand, walk, stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The employee will be required to carry children and materials weighing up to 40 pounds on an occasional basis. The employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The employee is required to read and respond to documents in hard copy and electronic form.