

THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

JOB DESCRIPTION

Title: Communication Instructional Assistant II

Pay Grade: Classified - Grade 19

Reports to: Administrator or Administrator's Designee

FLSA Status: Non-Exempt

Supervisor: Principal

Date Board Approved: August 22, 2006

Supervisor's Superior: Area Superintendent

Date Developed: August 8, 2006

Supervises: N/A

JOB GOAL:

To work well with school staff in developing the skills of students.

QUALIFICATIONS:

1. High School Diploma or equivalent or special diploma required.
2. Successful completion of sign language classes ASL I and ASL II or commitment to successfully complete sign language classes ASL I and ASL II within the first 2 years of employment as a Communication Assistant.
3. Associate of Arts or Sciences or higher from an accredited institution of higher learning.
4. Valid Florida Driver License

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with teachers, parents and children. Ability to operate or learn to operate a variety of school-related equipment. Ability to plan and implement instructional activities appropriately.

PERFORMANCE RESPONSIBILITIES: Essential Functions:

1. Work with students under the direction of the teacher.
2. Listen to oral readings, book reports, news reports, etc.
3. Prepare classroom school materials using, but not limited to, the following equipment:
 - a. copy machine
 - b. laminator
 - c. book binder
 - d. typewriter
 - e. letter making machine
 - f. computer/word processor
4. Read and tell stories to small groups.
5. Supervise and help with instructional activities and individual projects.
6. Assist with assessment activities.
7. Assist teacher(s) in correcting the students/ homework and class work; note and report deficiencies.
8. Assist teacher(s) in ordering, procuring, setting up, operating and returning equipment.
9. Assist teacher(s) in maintaining files and records relevant to students/ work and interest.
10. Assist teacher(s) in distributing supplies.
11. Assist teacher(s) in ordering, securing and returning films and other audiovisual materials.
12. Assist teacher(s) in inventorying non-consumable classroom or school stock such as books, textbooks, reference books, dictionaries, audiovisual equipment and materials and teaching kits.
13. Ride a bus with students to ensure their safety.
14. Provide outstanding customer service, and use positive interpersonal communication skills.
15. Make all decisions and perform all tasks in accordance with Brevard Public School's Organizational Values.
16. Ensure compliance with Board rules and applicable federal laws and regulations.

PERFORMANCE RESPONSIBILITIES: Essential Functions(cont'd):

17. Provide communication assistance for students who are deaf or hard of hearing as specified in the student's Individual Educational Program (IEP) using the appropriate mode of communication.
18. Participate as a member of the educational team.
19. Function as liaison between students who are deaf or hard of hearing and hearing students, teachers or administrators.
20. Prepare in advance for unique classroom vocabulary and concepts for effective communication.
21. Maintain confidentiality and professionalism regarding individual student performance and school affairs.
22. Demonstrate continuing interest for self-improvement in communication/sign language skills and the education process by participating in professional improvement activities.
23. May be responsible for student's hearing aid checks and completion of associated forms.
24. Meet the exceptional education student's bus and assist the student to the classroom area.
25. May be assigned to provide bus assistance to and from the student's home.
26. Assist the teacher with the safe loading of the students on the correct bus.
26. Assist student with dressing and undressing and the care of clothing as needed and as directed by the teacher.

PERFORMANCE RESPONSIBILITIES: Other Duties & Responsibilities:

Perform other tasks or services consistent with the job goal of this position.

Physical Demands: (from supplement):

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Environment: (from supplement):

Indoor/Outdoor. The worker may be subject to aggressive behavior from students. The worker may be exposed to bodily fluids.

Terms of Employment:

Classified. Grade 19, 9 months, 6.5 hours per day

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.