

SPECIAL EDUCATION ASSISTANT (DEAF AND HARD-OF-HEARING) 4578
SPECIAL EDUCATION TRAINEE (DEAF AND HARD-OF-HEARING) AND (RESTRICTED) 4573

DEFINITION

Assists teachers by caring for the physical needs of students with disabilities and helping in their training and education through the presentation of educational material or exercises in a school or classroom for students who are deaf and hard-of-hearing. A Special Education Trainee (Deaf and Hard-of-Hearing) (Restricted) performs similar tasks while learning the duties and responsibilities of a Special Education Assistant (Deaf and Hard-of-Hearing) through a combination of experience and formal education.

TYPICAL DUTIES

Performs a variety of activities pertinent to training, disciplining, and tutoring, in order to inculcate habits, knowledge, communication, and skills in students who are deaf and hard-of-hearing. Reinforces lessons presented by the teacher through follow-up activities and/or exercises. Checks accuracy of students' work and presents additional assignments within parameters established by the teacher.

Keeps routine records related to absences, grades, test scores, and lunch money.

Guides students in the proper use and care of books, classroom materials, and equipment.

Carries out the instructions of a Supervising Special Education Assistant or certificated employee to implement special physical handling, care, or exercises prescribed by doctors, nurses, or therapists.

Assists teachers in maintaining discipline and encouraging acceptable behavior in students.

Assists teachers in directing activities and acts as play leader for assigned groups of students.

Assists teachers on field trips by helping students meet physical needs, maintaining discipline, and reinforcing learning situations.

Helps or lifts disabled students in and out of holding or locomotive devices and on and off buses.

May make minor adjustments on special equipment, such as wheel chairs, crutches, braces, standing tables, and gurneys.

May secure food from kitchen, serve food, and feed students or help them feed themselves.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Special Education Assistant (Deaf and Hard-of-Hearing) assists teachers in the presentation of instructional materials and cares for the physical and educational needs of students in a school or class for the deaf and hard-of-hearing. A Special Education Assistant (Deaf and Hard-of-Hearing) is an employee who is deaf or hard-of-hearing that is assigned to the same duties of a Special Education Assistant.

A Special Education Trainee (Deaf and Hard-of-Hearing) performs beginning-level work of gradually increasing responsibility for assisting in meeting the physical and educational needs of students in a special education school or classroom for the deaf and hard-of-hearing. Employees in the (Restricted) class are employed in accordance with Education Code Section 45259. A Special Education Trainee (Deaf and Hard-of-Hearing) is an employee who is deaf or hard-of-hearing that is assigned to the same duties as a Special Education Trainee.

SUPERVISION

General supervision is received from a Supervising Special Education Assistant or a certificated administrator. Immediate supervision is received from a teacher. No supervision is exercised over other employees.

CLASS QUALIFICATIONS

Knowledge of:

- Causes of hearing loss
- Problems caused by hearing loss
- Physical and emotional needs of children at various age levels
- General nature and causes of physical, mental, and emotional disabilities
- First aid techniques
- Functioning of special equipment such as wheel chairs, braces, and hearing aids
- Uses and operation of hearing aids, auditory training units, and assistive listening devices

Ability to:

- Act as a model of effective communication
- Speech read and/or use signed English and/or American Sign Language
- Gain students' confidence
- Communicate and relate effectively with students, teachers, and staff
- Act calmly and effectively in emergencies
- Write and print legibly

Special Physical Requirement:

- Safely lift and carry objects or assist in lifting students of varying weights

ENTRANCE QUALIFICATIONS

Special Education Trainee (Deaf and Hard-of-Hearing) and (Restricted)

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university,

OR

Possession of an associate or higher degree, from a recognized college or university

OR

Receipt of a passing score on the Instructional Assistance Test.

Experience:

Six months of paid experience in a school, pre-school, hospital, or other education program for students, or six months of verifiable supervised experience as a volunteer or a student teacher in a school for the disabled.

Special Education Assistant (Deaf and Hard-of-Hearing)

Education:

Twelve college semester units or 18 quarter units in courses directly related to the instruction, physical care or well-being of children with disabilities. Such courses are most likely to be offered in the following areas: special education, child development, communication, audiology, deaf culture, psychology, health, and education. Additional courses in English are desirable. Successful completion of a course in language signing offered by the District or a recognized college or university may be substituted for three of the twelve required semester units.

Experience:

One year of experience in an education program for students with disabilities and current status as a regular Special Education Trainee.

Special:

Employment in these classes is restricted to persons who are deaf or hard-of-hearing.

SPECIAL NOTES

1. A Los Angeles Unified School District Food Handler's Certificate must be obtained upon appointment and renewed annually.
2. A Red Cross First-Aid Certificate must be obtained within 60 days after appointment and must be kept valid during the term of employment.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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