

COMMUNICATION SUPPORT ASSISTANT

DEFINITION

Assists students or teachers who have disabilities, such as visual or hearing impairments, by taking accurate, legible, and organized notes from classroom lectures, meetings, and trainings and/or orally reading a variety of printed materials as needed.

TYPICAL DUTIES

Depending on the needs of the student or teacher, a Communication Support Assistant performs a variety of the following duties:

- Takes accurate notes of lectures, slides or films, classroom discussions, and other activities in the classroom, or other educational setting.

- Reads aloud student papers and tests.

- Reads aloud directly to students or teachers with visual disabilities or onto auditory access devices for later listening from books, magazines, newspapers, textbooks, journals, or correspondence.

- Explains and/or makes written summary of pictorial information, including graphs, charts, tables, and illustrations.

- Records, excerpts, or summarizes passages from reading materials.

- Locates passages and reading materials as requested.

- Writes down assignments, test dates, and other pertinent information.

- Performs duties related to preparation and duplication of specialized braille, large print, and audio materials.

- Delivers auditory access devices, notes, and other prepared summaries to teachers or students in an organized form and in a timely manner.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Communication Support Assistant aids students or teachers who have disabilities by taking notes of spoken material and/or orally reading printed material as needed.

An Instructional Aide assists a teacher or other certificated employee by presenting instructional materials and activities related to an area in which the incumbent has expertise derived from advanced education or specialized training or experience. Instructional Aide assignments are limited in working hours. Employees in (Restricted) classes are employed in accordance with Personnel Commission Rule 518.

An Education Aide reinforces regular and routine class, school, and related educational activities introduced by a certificated employee and performs classroom clerical duties. Education Aide III assignments are usually regular in schedule and do not require expertise in specialized subject matter.

SUPERVISION

Supervision is received from a teacher or other certificated employee. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Correct English language usage, grammar, spelling, punctuation, and vocabulary
Special needs of individuals with disabilities
Computer applications such as word processing and email

Ability to:

Communicate effectively in spoken and written English
Read English aloud, clearly and distinctly, with ease, including proper intonation, pronunciation, and reading speed
Write notes legibly and accurately
Compose appropriate descriptions of visual materials
Accurately label tapes and notes
Operate recording equipment
Use a dictionary
Unobtrusively deliver communication support services
Work effectively with District personnel, students, and the public
Operate a computer and associated peripheral equipment

Special Physical Requirements:

Visual acuity to read fine print
Hear normal voice range frequencies to take notes
Speak distinctly to read aloud

ENTRANCE QUALIFICATIONS

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in English, writing, and speech.

This 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.

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