

## **JOB DESCRIPTION – SIGN SUPPORT SPECIALIST**

**Job Description Approved December 5, 2023 by the Pleasants County Board of Education**

**POSITION:** Sign Support Specialist/Aide

**EVALUATED BY:** Principal

**JOB DESCRIPTION:** Under general supervision, provides communication support services to hearing impaired students. The primary responsibility is to facilitate communication among hearing impaired students and their hearing peers, the classroom teacher, and other school personnel. Other duties that may be performed include tutoring, note taking, providing assistance to the Teacher of Deaf/Hard of Hearing and classroom teacher, and participating in meetings as a member of the educational team.

*Reports to the teacher, principal and/or Central Office Director of Special Programs*

### **QUALIFICATIONS:**

1. Applicant must have a high school diploma or general education development (GED) certificate and be learning sign language or have previous training in sign language through a variety of methods such as online coursework, community sign language classes, and videos.
2. The Sign Support Specialist/Aide should be receiving training in hearing loss and other conditions and their effect on early development of language. A Sign Support Specialist should be receiving training in speech, motor, adaptive skills and social-emotional development of the student who is deaf or hard of hearing.
3. Sign Support Specialist/Aide requires CPR & First Aid Training and may require lifting.

### *Minimum Physical requirements:*

1. Able to lift material or children up to 50 lbs. and 50-100 lbs. with assistance.
2. Ability to stoop, reach, stand, walk, lift, pull and push.
3. Ability to assist physically challenged children.
4. Must have clarity of vision, precise hand-eye coordination.

**LENGTH OF EMPLOYMENT:** 200 Days

### **RESPONSIBILITIES:**

1. Work under the direction and supervision of the teacher to whom assigned.
2. Facilitate language development utilizing the student's preferred mode of communications.
3. Facilitate communication between the hearing-impaired student and his/her peers and adults in the educational environment.
4. Serves as liaison to promote positive and cooperative relationships within the school environment.
5. To assist students who are deaf or hard of hearing and perform other related duties which benefit the students.
6. Oversees daily maintenance and use of assistive devices performing simple troubleshooting as necessary.
7. May assist the teacher with routine duties when not engaged in facilitating communication.
8. Maintains positive work habits.
9. Performs duties efficiently and productively.
10. Maintains and/or upgrades job-related skills.
11. Performs other related tasks as assigned by the principal.

**PAY GRADE:** E – Sign Support Specialist/Aide

*\* Supervisory Aides are paid one pay grade higher. A person who has held or holds an aide title and becomes employed as a sign support specialist shall hold a multi-classification status that includes both aide and sign support specialist titles, in accordance with WVC §18A-4-8b.*