



Sign Support Staff



Job Overview

The job of Sign Support Staff was established to provide sign supported speech assistance under supervision of a Speech/Language Pathologist to students with IEPs who can access environments through hearing and whom an IEP team has determined need manual signing to support his or her expressive and/or receptive communication as part of a total communication program. Sign Support Staff do not function as the student's teacher or primary language instructor.

Sign Support staff also may be assigned to students who are deaf or hard of hearing if an IEP team determines that the student's communication system and language foundation base is not sufficient for an educational interpreter to be of educational benefit. In this instance the Sign Support Staff provides services under the supervision of a Certified Teacher of the Hearing Impaired.

This job reports to the School Site Principal.

Job Functions

- Provide communication facilitation for assigned student using the student's preferred mode of communication
- Facilitate communication between professionals and others in the general education and/or special education classroom and for other school related activities, including extracurricular activities, as designated in a student's IEP
- Supplement student communication skills through language support and reinforcement of academic concepts and lessons under the direct guidance and supervision of a certified teacher and/or Speech Language Pathologist
- Confer with educators to analyze student's communication needs
- Adapt classroom activities, assignments and/or materials as assigned by supervising instructional staff for the purpose of supporting and reinforcing classroom objectives
- Administer immediate first aid and/or medical assistance as instructed by a health care professional for meeting immediate health care need.
- Assist in supervision of assigned student and other students during classroom and school activities, recess, field trips, and extra-curricular activities
- Participate in the implementation of IEP goals and student behavior plans
- Communicate with supervising instructional staff and/or professional support personnel for the purpose of meeting IEP goals
- Attend meetings and in-service presentations as assigned for the purpose of acquiring and/or conveying information relative to job functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

The job is performed in a standard school environment under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Generally, the job requires 20% sitting, 40% walking, and 40% standing.

Physical Requirements: significant stooping, kneeling, and crouching and significant fine finger dexterity.

Qualifications

Minimum experience: None

Minimum education: High School diploma or equivalent.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Job related experience is preferred.
- Ability to adhere to safety practices; operate standard office equipment including using pertinent software applications; and prepare and maintain accurate records.
- Knowledge of sign language though may not be fluent; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.
- Ability to communicate basic/general thoughts using sign; adapt to changing work priorities; communicate with diverse groups; maintain confidentiality; work as a team; and work with constant interruptions.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-exempt

Employee Type: Classified

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