

**JOB OPENING ANNOUNCEMENT  
NWESD**

<b>POSITION TITLE</b> HALF-TIME .5 Instructional Assistant - Deaf and Hard of Hearing Program	<b>SUPERVISOR</b> Deaf and Hard of Hearing Teacher
<b>DEPARTMENT</b> Special Programs and Services	<b>WORK STATION</b> Island View Elementary Anacortes, Washington
<b>SALARY RANGE</b> \$14.55/hr min - \$16.38/hr max/hr d.o.e. Per NWESD Classified Salary Schedule I.10	<b>CONDITIONS OF WORK</b> 3.5 hours/day, 199 paid days, including holidays and vacation.

**BRIEF STATEMENT DESCRIBING JOB:**

Assists the teacher in providing instruction and other support to individuals and groups of students who are deaf or hard of hearing requiring proficiency in sign language at a moderate conversational speed.

**QUALIFICATIONS:**

- High school graduate or equivalent
- Proficiency in sign language at a moderate conversational speed (SEE, ASL, and/or PSE as appropriate for activity)
- Ability to act as a communication link with people who do not sign, and a minimum of one year(s) of experience working with deaf or hard of hearing children.
- Current CPR and First Aid Certification required.
- WSP/FBI criminal history background clearance required.

**OTHER JOB FUNCTIONS:**

- Performs related duties as assigned.\*

**Requires knowledge of:**

- The field of assignment sufficient to perform completely and accurately the full scope of responsibility as illustrated by example in this position description.
- Student behavior management techniques.
- Implementation of augmentative communication devices, desired.

**Requires the ability to:**

- Manage student behaviors in a positive manner according to the classroom or students behavior plan.
- Design individualized education programs and monitor and evaluate the effectiveness of each program.
- Work effectively in a team-oriented environment.
- Promote positive public relations between the school and parents.
- Supervise and motivate others to achieve individual and program objectives.
- Problem solve and constructively manage crisis and high stress situations.
- Establish and maintain effective working relationships with co-workers, general education teachers, school district staff, parents, vendors, employers, and the general public.
- Accommodate sudden schedule changes.

**ESSENTIAL FUNCTIONS:**

- Provides individual instructional and non-instructional support as directed by the teacher to students who have multiple disabilities.
- Supervises individual/group activities such as lunch, recess, and learning centers offering support for communication needs of student as needed.
- May provide one to one instructional and non-instructional support for students with learning behavior and communication needs.
- May accompany and assist student in other classes; collect and prepare instructional and non-instructional materials and monitor academic and behavioral performance utilizing classroom and behavior support procedures as directed.

\*Related duties as required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

**ESSENTIAL FUNCTIONS: (cont.)**

- Interacts with students, parents, and staff requiring the ability to interact effectively with a variety of people.
- Assists with classroom management under the direction of the teacher.
- May be required to learn an individual skill to accommodate students needs.
- Performs clerical tasks as requested by supervising teacher.

**APPLICATION PROCEDURE:**

Applications will be accepted *until qualified candidates are found.*

A complete application file includes the following:

1. Completed NWESD Classified/Professional Technical application form.
2. Letter of interest reviewing qualifications and experience related to the essential functions of the position.
3. Current resume.
4. Signed letters of recommendation (3 preferred).
5. Copy of official transcripts
6. Fingerprint fee of \$51.25 to be paid by employee upon hiring.

Questions about the <b>application process</b> are directed to:	Questions <b>about the position</b> are directed to:
<i>Kristine Juhl, Personnel Assistant NWESD 1601 "R" Avenue Anacortes, WA 98221 360-299-4057</i>	Sheila Woods, Assistant Director Special Programs & Services 360-299-4018

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NWESD is an Equal Opportunity Employer. Employment is on a conditional basis pending completion of a Washington State Patrol and FBI fingerprint criminal history background clearance and completion of an Employment Eligibility form presenting proof of identity and employment authorization status.

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