



# Longview Independent School District

## JOB DESCRIPTION COMMUNICATION AIDE

<b>JOB TITLE:</b>	Communication Aide	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	RDSD Supervisor	<b>TERMS:</b>	187 days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Paraprofessional 2

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### PRIMARY PURPOSE:

Perform transliteration in English based sign system, with appropriate knowledge of interpreter ethics for the deaf; assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs; perform routine transliteration for the hearing impaired students

### QUALIFICATIONS:

#### Education/Certification:

Associate's Degree (or 48 college credit hours), two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

Valid Texas Educational Aide Certificate

#### Special Knowledge/Skills:

- Ability to Use Sign Language for Expressive and Receptive Communication
- Ability to Follow Verbal and Written Instructions
- Excellent Communication and Interpersonal Skills

#### Experience:

Some experience working with children

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform basic interpreting (primarily voice to sign) in all mainstream classes, tutorials, and disciplinary situations
2. Perform basic sign to voice reverse interpreting
3. Perform transliteration of extracurricular activities



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Translate class discussions, videotapes, and all spoken communication in the school setting
5. Keep teachers informed of special needs or problems of individual students
6. Comply with district policies, as well as state and federal laws and regulations
7. Adhere to the district's safety policies and procedures
8. Maintain confidentiality in the conduct of district business
9. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
10. Demonstrate regular and prompt attendance
11. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; reaching; move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (less than 15 pounds); occasional heavy lifting and carrying (45 pounds or over) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students and lifting and moving adaptive and other classroom equipment; exposure to sun, heat, cold and inclement weather; exposure to noise.

### EVALUATION:

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: May, 2017