

JOB DESCRIPTION  
May 2018

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**TEACHER, DEAF AND HARD OF HEARING PROGRAM**

**General Purpose:**

A Teacher, Deaf and Hard of Hearing Program is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher, Deaf and Hard of Hearing Program teaches individuals with hearing disabilities, providing a program and instruction to promote cognitive, academic, communication and language, behavioral and social, and physical development.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Acts as case manager for students enrolled in his/her case load which includes but is not limited to: prepares future Individualized Education Plan (IEP) forms utilizing web based IEP system; receives and distributes reports for service provider unable to attend IEP; notifies administrator and/or staff regarding student information or assessment plans; co-chairs each IEP following a prescribed format; completes web based IEP paperwork within prescribed time period; and ensures a copy of delivery of the signed IEP to administrator.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Diagnoses and programs instruction for individual learners.
- Plans, administers, and interprets student evaluations.
- Prepares written reports as required.
- Develops and maintains positive working relationships with parents, guardians, and significant others.
- Meets with parents on a regular basis to review student progress and works on individual education-related needs.
- Works closely with other members of the program staff to develop and maintain curriculum and standards.
- Participates in transition plans for students moving to other environments.
- Works cooperatively with personnel from the student's district of residence and/or outside agencies providing service to the student and family.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Provides training, direction and supervision for assigned ancillary staff.
- Makes or recommends appropriate modifications to make the classroom environment more appropriate for individuals with hearing impairments.
- Requisitions materials and supplies in a timely manner.
- Maintains attendance accounting, submitting this and other required reports in a timely manner.
- Instructs students and significant adults in the use of technological aids appropriate to the student's disability.
- Complies with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Placer County Office of Education; and policies of the local district(s) as assigned.
- Provides instruction and services as indicated on IEP's for assigned pupils.

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- Establishes and maintains a classroom environment which takes into account modifications required to meet individual needs.
- Implements positive behavior interventions and supports to maintain a structured, positive learning environment.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- Required level of education in order to obtain the appropriate authorization from the Commission on Teacher Credentialing (CTC) for the position.

#### **Experience:**

- Professional training and paid or volunteer experience working with individuals with disabilities.

### **Knowledge, Skills and Abilities:**

- Knowledge of subject area and current instructional methodologies and techniques associated with the deaf or hard of hearing child.
- Knowledge of deaf culture.
- Skills in manually coded English and American Sign Language.
- Skills in administration, analysis, and interpretation of a variety of assessment measures.
- Ability to teach students of a wide variety of levels and age ranges.
- Ability to work effectively with parents, community and education colleagues in and outside the program.
- Ability to function as a positive, contributing member of an educational team.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an appropriate California teaching credential or the ability to obtain alternative certification authorizing specialized services to students with deaf/hard of hearing impairments or the ability to obtain alternative certification.
- Must possess or have the ability to obtain English Learner Authorization.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.



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### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based upon education and experience

Reviewed and Approved:

Supervisor: \_\_\_\_\_

Date: 5-22-18

Human Resources: \_\_\_\_\_

Date: 5/22/18