

Washington West Supervisory Union Job Description

JOB TITLE: Communication Facilitator

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To use sign language as a means of enabling a deaf student to fully participate in and benefit from classroom instruction, other school activities, and social interaction with classmates.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Use sign language and other techniques as indicated to translate teachers', classmates', and others' spoken language in an understandable manner, using appropriate grammatical constructions, facial expression, vocabulary, and concepts.
- Teach sign language to classroom teacher and classmates, and serve as a resource in this area for other school staff.
- Assist the student, classmates and teachers in developing other effective ways to communicate directly independent of the Facilitator, using signs, pictures, gestures, print, voice, and so forth.
- Tutor the student in academic and vocational skills, implementing instructional plans.
- Provide training in basic social skills as appropriate.
- Accompany the student to audiological evaluations when necessary.
- Participate in coordination meetings with classroom teachers, special service teachers, and other staff on a regular basis.
- Perform other related duties as assigned.

SUPERVISION RECEIVED: General supervision is received from the Director of Student Support Services, as well as the school special services team and a consultant for the deaf.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties. May train, assist and occasionally direct junior co-workers, but generally works along with those persons.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelors degree in education or other appropriate discipline, with several years of directly related training/experience in using sign language and working with school age children, or a minimum of two years of higher education and experience from which comparable knowledge and skills are acquired. Strong technical skills in sign language, with American Sign Language.
- **Language Skills.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Computer Skills and Experience.** Good basic computer skills and experience with word processing programs required. Experience with Microsoft Office preferred.

- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively as a member of a staff team with shared responsibilities for implementing assigned students' instructional program. Demonstrated ability to develop good rapport with children.
- Other Qualifications. Good basic teaching/tutoring skills. Some relevant knowledge/skills in behavior management.

PHYSICAL EFFORT AND STRESS: While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee must occasionally lift, carry, move and/or restrain school-aged students. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.