

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION**

INSTRUCTIONAL SUPPORT COMMUNICATIONS SPECIALIST

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Instructional Support	B/2/2 – B/2/3	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Instructional Support Communications Specialist is a standalone class. Incumbents are responsible for facilitating communication with teachers and other students for students with impairments such as hearing or vision.</p> <p>Duties include communications assistance such as interpreting, translating, preparing additional resource materials necessary for impaired student’s understanding of instructional material, and research regarding materials necessary to implement activities identified by hearing and seeing impairment teachers and instructors. As assigned, some incumbents read and write Braille.</p> <p>The Instructional Support Communications Specialist is distinguished from other Instructional Support classes in the focus on facilitating communication for impaired students.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Interprets voice to sign and sign to voice to facilitate communication using American Sign Language, and, based upon assignment, Signed English, and Pigin Sign Language.	Daily 20%	B/2
Translates, reads and writes Grade 1 Braille alphabet and Grade 2 Abbreviated English, and as assigned, reading and writing of literary Braille; and prepares materials using Braillewriter or computer software.	Daily 20%	B/2
Prepares additional materials and resources to enable students to understand hearing and written materials including collaborating with grade level and other interpreters or Braille assistants to determine modifications to be made to classroom materials.	Daily 20%	B/2
Assists teachers by tutoring impaired students as necessary; and implementing prescribed hearing and vision impairment activities.	Daily 15%	A/1
Conducts parent and staff informational meetings.	Monthly 5%	B/2
Gathers and maintain materials from the Foundation for Blind Children and other resources for impaired students.	Monthly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



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Training And Experience:

High School Diploma or GED, completion of a two year sign language technical program, and one year of interpreter experience is required; based upon assignment, completion of Grade 1 and Grade 2 Braille programs may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- As assigned, EIPA Certification may be required or preferred;
- As assigned, Library of Congress Braille Educational Interpreter Proficiency certification may be required or preferred;
- As assigned RID or IQAS Level 3 certifications may be required or preferred;

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Basic first aid and CPR;
- RID Code of Ethics and Modifications;
- American Sign Language and English vocabulary base;
- As assigned, Signed English and Pigin Sign Language;
- Grade 1 Braille alphabet;
- Grade 2 Abbreviated English;
- As assigned, Literary Braille;
- IEP execution;
- Safety procedures.



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Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Problem solving, behavior monitoring, and record keeping including related systems;
- Applying American sign Language and supplementary sign systems;
- Interpreting;
- Producing Grade 1 and Grade 2 Braille and use of Braillewriter and/or relevant software;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of office equipment and computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Class History Information:

Prepared by Fox Lawson & Associates 9/2008

