

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Alternative Communications Specialist I

BAND	GRADE	SUBGRADE
B	2	2
DEPARTMENT: Exceptional Student Services, Hearing Impairment, Vision Impairment	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for facilitating communication between hearing impaired students, vision impaired students, teachers and other students. Duties include: interpreting voice to sign and sign to voice using American Sign Language, producing Grade 1 and Grade 2 Braille, assisting teachers in preparing materials, implementing activities as prescribed by the vision and hearing impairment teachers, and tutoring students.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Alternative Communications Specialist I is the first level in a two level Alternative Communications Specialist series. The Alternative Communications Specialist I is distinguished from the Alternative Communications Specialist II in that the Alternative Communications Specialist I interprets using American Sign Language and translates, reads and writes using Grade 1 and Grade 2 Braille alphabet and abbreviated English.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Interprets voice to sign and sign to voice to facilitate communication using American Sign Language.	Daily	B2
2.	Translates, reads and writes Grade 1 Braille alphabet and Grade 2 abbreviated English.	Daily	B2
3.	Prepares additional materials and resources that the student may need to understand the hearing materials and written materials.	Daily	A1
4.	Prepares Braille materials using computer software or Braillewriter.	Daily	B2
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE

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5.	Assists teachers by tutoring students in areas such as reading, mathematics, computers, writing, and Braille.	Daily	A1
6.	Implements activities prescribed by the hearing and vision impairment teachers.	Daily	A1
7.	Collaborates with grade level and/or resource team members and other interpreters or Braille assistants to determine if modifications should be made to classroom materials.	Weekly	B2
8.	Gathers and maintains materials from Foundation for Blind Children.	As Required	A1
9.	Conducts parent and staff informational meetings.	Monthly	B2
10.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Educational sign language interpreting;
- **RID** Code of Ethics and Modifications;
- American Sign Language and English vocabulary base;
- Grade 1 Braille alphabet;
- Grade 2 Abbreviated English.

Skills (position requirements at entry):

Skill in:

- Applying American Sign Language and supplementary sign systems;
- Interpreting for extended periods of time;
- Presenting materials;
- Producing Grade 1 and Grade 2 Braille;
- Use of Braille computer software and Braillewriter;
- Preparing Braille graphics;
- Word processing skills;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

Completion of a two-year technical program in sign language and one year of interpreter experience, completion of Grade 1 and Grade 2 Braille programs, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Grade 1 and Grade 2 Braille proficiency is required;
- *EIPA* certification is preferred.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

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.

Classification History:

Date: 6/2004