

# KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

## CLASS TITLE: **Alternative Communications Specialist II**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>3</b>
<b>DEPARTMENT:</b> Exceptional Student Services, Hearing Impairment, Vision Impairment	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt
<p><b>CLASS SUMMARY:</b> 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, Signed English and Pigin Sign Language, translating, reading and writing in Literary Braille, assisting teachers in preparing materials, implementing activities as prescribed by the vision and hearing impairment teachers, and tutoring students.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Alternative Communications Specialist II is the second level in a two level Alternative Communications Specialist series. The Alternative Communications Specialist II is distinguished from the Alternative Communications Specialist I in that the Alternative Communications Specialist II interprets using American Sign Language, Signed English, and Pigin Sign Language and translates, reads, and writes using Literary Braille.</p>		

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

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4.	Prepares Braille materials using computer software or Braillewriter.	Daily	B2
5.	Assists teachers by tutoring students in areas such as reading, mathematics, computers, writing, and Brailleing.	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 Braillists 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, Signed English and Pigin Sign Language, and English vocabulary base;
- Literary Braille skills.

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**Skills** (position requirements at entry):

Skill in:

- Applying American Sign Language, Signed English, Pigin Sign Language, and supplementary sign systems;
- Interpreting for extended periods of time;
- Presenting materials;
- Translate, read, and write in Literary Braille;
- Use of Braille computer software and Braille writer;
- 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.

**Training and Experience** (position requirements at entry):

Completion of a two-year technical program in sign language and one year of interpreter experience, an Educational Interpreter Proficiency Certificate or a Library of Congress Transcriber Certificate, 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):

- *EIPA* certification is required.
- Library of Congress Literary Braille Certificate is required.

**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