



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>AUGMENTATIVE AND ALTERNATIVE COMMUNICATION PARAEDUCATOR</u>	
DEPARTMENT/SITE: Student Development	SALARY SCHEDULE: Classified Bargaining Unit
Department	SALARY RANGE: 18 per 2021/2022 Schedule
	WORK YEAR: 11 Months (206 Days)
REPORTS TO: Assigned Administrator	FLSA: Non-Exempt

BASIC FUNCTION:

Under the supervision of an assigned administrator and direction of a credentialed staff member, perform technical duties in the support of students with augmentative/alternative communication needs and reinforce instruction to individual or small groups of students in various academic, social-emotional, and other learning activities. The incumbents in this classification assist in providing students with hearing difficulty and/or severe communication deficits with assistance that directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Manage and update multiple databases to record and track the location and implementation of devices used for Augmentative/Alternative Communication; inventory iPads and other devices, identify those needing replacement and locate lost devices.

Manage communication apps and communication devices for students and staff as needed; set up devices with individualized programming specific to each student's needs; troubleshoot communication devices and apps across the district.

Provide modeling and training for students, staff, and families on communication devices, apps, and strategies to support the successful implementation of augmentative/alternative communication as needed; collaborate with a Speech/Language Pathologist in determining priorities for support.

Assist with ordering of communication devices, specialized technology, apps, and/or supplies and tools; distribute and deliver devices throughout the district to the correct personnel.

Prepare low-tech aids to communication (e.g., communication books, PECS, room displays, home displays, prompt lanyards, visual schedules) by printing, customizing, or assembling materials.

JOB CLASS HISTORY

4/22 Created / Reclassification (EH&A/MGT Consulting) / PC & GB: 09/2022

Travel to various school sites throughout the district daily to meet with students, staff, and families.

Attend trainings, conferences, and workshops to remain current in knowledge.

AUGMENTATIVE AND ALTERNATIVE COMMUNICATION PARAEDUCATOR - Continued Page 2 of 3

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Communicative devices

Current best practices in alternative and augmentative communication

Record keeping practices and principles

Effective oral communication practices

ABILITY TO:

Establish and maintain effective working relationships

Work without close supervision

Troubleshoot situations and devices effectively

Maintain confidentiality

Communicate effectively with students, staff, and parents.

Establish rapport with physically, emotionally, and learning-disabled students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and some experience working with the deaf community, including children, in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Valid California driver's license and ability to qualify for District vehicle insurance.

Some positions in this class may require employee to drive personal vehicle to assist students at more than one school during the workday.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Walking, sitting, or standing for extended periods of time.

Bending at the waist, kneeling, or crouching to assist students.

Hearing and speaking to exchange information and make presentations.

Seeing to read assignments and to monitor student activities.

Pushing, pulling, lifting, and carrying supplies and equipment.

JOB CLASS HISTORY

4/22 Created / Reclassification (EH&A/MGT Consulting) / PC & GB: 09/2022

Reaching overhead and above shoulders.

Lift and/or move up to 30 pounds and occasionally lift and/or move more than 50 pounds with assistance.

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

AUGMENTATIVE AND ALTERNATIVE COMMUNICATION PARAEDUCATOR - Continued Page 3 of 3

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

4/22 Created / Reclassification (EH&A/MGT Consulting) / PC & GB: 09/2022