



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 4002  
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Paraeducator – DHH Total Communication**

**GENERAL PURPOSE**

Under general supervision, uses a variety of manual and oral methods of communication for the deaf and hard of hearing (DHH) to communicate with assigned Orange County Department of Education (OCDE) DHH students and may interpret and translate between students and hearing staff, students, faculty, and others; provides instructional support to individual and small groups of deaf and hard of hearing students in various subject-matter areas to reinforce classroom lessons in a DHH classroom setting; performs administrative functions in support of classroom activities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Paraeducators – DHH Total Communication are responsible for providing, under the guidance and direction of a DHH classroom teacher, instruction on various subjects to deaf and hard of hearing students in the program. Incumbents may translate/interpret for non-academic general education classrooms and other extracurricular activities. Work assigned requires knowledge of subject areas applicable to areas of assignment and demonstrated proficiency in sign language and total communication skills to be able to interpret and facilitate communication between students, faculty, staff members, and others. Incumbents are expected to adhere to the Code of Ethics of the Registry of Interpreters for the Deaf.

Paraeducator – DHH Total Communication is distinguished from Paraeducator – DHH Oral Program in that incumbents in the former class use sign language, finger spelling, and total communication skills in instruction and communication with DHH students and may provide interpretation/translation services in non-academic classes and extracurricular activities. Paraeducator – DHH Total Communication is distinguished from Educational Interpreter for the Deaf in that incumbents in the latter class provide interpretation/translation services in academic classes, requiring greater demonstrated skill and mastery of a variety of specialized manual communication systems/languages.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Work with, instruct, and tutor individual and/or small groups of deaf and hard of hearing students in assigned academic subject matter areas to reinforce class lessons and improve skill levels; assist students in completing academic projects and /assignments; supervise and monitor students while completing drills, practices, and assignments; and assist teachers in monitoring student classroom activities and behavior.
2. Observe, monitor, and record student performance, including work habits and behavior under teacher direction; participate in assessing individual student learning needs and adapt classroom

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lessons and materials as appropriate to meet needs; and use a variety of manual and oral methods of communication for the deaf, including sign language, finger spelling, and total communication to successfully carry out these responsibilities.

3. May utilize manual and oral methods of communication for the deaf to interpret/translate non-academic general education classes classroom information, directions, discussions, lectures, demonstrations, announcements, movies, and activities for assigned deaf and hard of hearing student(s); and provide manual and oral communication translation/interpretation for individuals and fellow trainees at assigned after-school sports and other events.
4. Oversee student activities and assist in observing and controlling student behavior in accordance with established rules and procedures; assist with student discipline and conflict resolution and/or reinforces positive behavior; teach student social and problem-solving skills; and cover the classroom as needed.
5. Confer with and provide and/or obtain information about student progress and/or problems to/from DHH class teacher(s), non-academic general education teachers and others; seek input and guidance from teachers and others on programs and materials that will best meet student individual learning needs; and review and report observations of student performance and behavior progress and issues to teacher(s).
6. Assist teachers in determining students' comprehension and understanding of classroom, small group or individual lessons and activities and corresponding instructional materials; and provide assistance to teachers and others to determine and understand and appropriately address performance and behavior progress, issues, and problems.
7. As directed, prepare, organize, arrange, and/or set up instructional materials and equipment for classroom/lesson use; set up and prepare classroom bulletin boards, work areas, displays, and exhibits; prepare and modify handouts and materials according to individual student needs; distribute and collect instructional materials and supplies; and assist in researching, developing, and/or generating educational activities and homework for students under teacher direction.
8. Assist in maintaining a clean and orderly learning environment to ensure the health and safety of students; assist in cleaning and straightening the classroom;
9. Perform general administrative duties in support of the classroom within teacher-determined guidelines and requirements; create, distribute, administer, collect, correct, and/or score class and homework assignments, study sheets and/or tests; track completion of assignments, as directed; prepare, organize, and maintain a variety of program, classroom, and/or student records and files, including recording grades and taking/reporting attendance; duplicate and collate materials; type routine instructional materials and other documents; and answer and refer telephone calls and/or take messages; and order and maintain appropriate inventory of classroom supplies.
10. Monitor the functioning of hearing aids and other adaptive devices and equipment.

#### **OTHER DUTIES**

1. Attend a variety of meetings and training sessions as required.
2. Perform CPR as required; may provide basic first aid as needed.
3. May assist in emergency drills.
4. May supervise students during classroom and recreational activities, before and after school, recesses, and snack/lunch breaks.

5. May escort students as needed; may accompany classes on field trips to assist in supervising students; and may assist students entering and leaving school buses.
6. May assist general education liaison with preparation and distribution of staff schedules.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Standard methods of manual communication for the deaf and hard of hearing, including traditional ASL, finger spelling, and total communication.
2. Methods and practices of child guidance, especially as it relates to deaf and hard of hearing students.
3. Principles of child development and age-appropriate methods and practices of student instruction and tutoring; and current developments, trends, and techniques in the field of interpreting for the deaf and hard of hearing.
4. Use and operation of various assistive devices for the deaf and hard of hearing.
5. Subject matter areas, including mathematics, grammar, spelling, language, writing, and reading, at a level sufficient to ensure the use of proper terminology and signs, logical sequence of ideas, and overall continuity of interpretation.
6. Procedures and practices for classroom and school safety.
7. Conflict resolution methods and techniques.
8. Correct English usage, including spelling, grammar, punctuation, and pronunciation.
9. Administrative practices and procedures, including record-keeping and filing practices and procedures.
10. CPR and first aid.

### **Ability and Skill to:**

1. Provide instructional assistance to students in subject matter areas taught in a middle or upper school, including mathematics, grammar, spelling, language, and reading.
2. Recognize individual student learning needs and adapt instructional methods, materials, and assignments to facilitate learning.
3. May convey the thought, intent, and spirit of a speaker to a deaf and hard of hearing person, interpreting every word at the speaker's speaking rate.
4. May interpret and reverse interpret expressively and receptively, using manual and oral methods of communication for the deaf and hard of hearing.
5. Operate a computer and other standard office equipment.
6. Organize, set priorities, and exercise sound judgment within areas of responsibility.
7. Organize and maintain confidential student records and files.
8. Communicate clearly and effectively, both orally and in writing; understand and follow written and oral instructions.
9. Assist in disciplining students according to approved policies and procedures; deal with sensitive and difficult situations.

10. Establish and maintain effective working relationships with OCDE management, administrators, faculty, staff, parents, students, and others encountered in the course of work.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is one (1) year of experience working with deaf and hard of hearing children in an organized setting and one of the following; or an equivalent combination of training and experience:

- Completion of at least two (2) years of study at a college or university; OR,
- An Associate of Arts degree; OR,
- Satisfactory completion of an approved paraeducator test; OR,
- Demonstration of a rigorous standard of quality through a state or local assessment, including knowledge of and the ability to assist in instruction in reading, writing, and mathematics.

### **Licenses; Certificates; Special Requirements:**

OCDE in-service or other training and certification as required to meet the needs of assigned student(s).  
Obtain valid CPR certification within six months of employment.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification often lift students and carry materials or equipment. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person); and access and operate all required equipment for job duties. This position includes the need to traverse uneven surfaces. May move items weighing up to 25 pounds.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use basic math; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with parent's or family members, children, teachers, therapists, OCDE staff, and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees typically work in a classroom setting, and the noise level is moderately quiet. Employees also work in schoolyard and cafeteria settings, where the noise level can be very loud.