

JOB DESCRIPTION

revised 9/10

Job Title: Cued Language Transliterator/Aide (CLT/A)

Function: The CLT/A's responsibility is to serve as a facilitator of communication between the deaf/hard of hearing student(s) and hearing individuals (i.e. instructional staff, other students). The CLT/A works directly with a D/HH teacher to assist with the implementation of the student(s) IEP(s).

Qualifications:

All paraprofessionals entering employment after January 1, 2007 must be deemed "Highly Qualified" as defined in the No Child Left Behind Act of 2001. In order to be considered "Highly Qualified", an applicant must meet one of the following requirements:

- Possess an associate's degree from an accredited college; or
- Have earned 60 semester hours (or the equivalent) from an accredited college; or
- Has passed a state approved test. Please call 355-6093 to schedule test.

The CLT/A should have the following credentials:

1. Possess the ability to relate well with students, teachers, administration, faculty and staff, and parents.
2. Ability to handle unforeseen situations in accordance with policy
3. Good physical health and the ability to lift and move a minimum of 40 lbs
4. Ability to understand normal language development
5. Ability to hear speech sounds/phonics and present sounds via handshapes and locations
6. Ability to understand deafness and/or deaf culture
7. **Entry Level:** Demonstrates no previous knowledge of the Cued Speech system but has a willingness to be trained.
Novice: Demonstrates functional knowledge of the Cued Speech system, with proficiency between 80-90%.
Certified/Qualified: Demonstrates >90% proficiency in transliterating and voicing for deaf/hard of hearing students.

Responsibilities: The scope of responsibilities can include any or all of the following as determined by specific placement and student needs:

1. Transliterate between deaf/hard of hearing student(s) and hearing faculty, staff, and students in the educational classroom and other activities as assigned during the school day using pure mode of communication as defined in student(s) IEP. Maintain the intent of the message as it is rendered and support attempts at independent communication
2. Maintain the mainstream environment by providing the deaf/hard of hearing student(s) access to the common mainstream experience by fostering the occurrence of events and auditory environmental stimuli such that they are unaltered by the presence of the CLT/A.

3. Communicate with the D/HH Teacher on a regular basis regarding communication facilitation issues and student(s) understanding/comprehension of instructional materials. Monitor hearing equipment and report issues to the D/HH Teacher.
4. Assist D/HH teacher, as appropriate, by providing:
 - a. small group instruction under the supervision of the teacher
 - b. assistance as requested during seatwork activities
 - c. maintenance of classroom management plans/routines
 - d. expansion/reinforcement of language lessons
 - e. supervision of students during related arts, lunch, assemblies, field trips, mainstream classes, recess, etc.
 - f. assistance to children with clothing and toileting tasks as necessary, including changing diapers and other activities associated with this function while teaching personal hygiene in a manner allowing for independence.
5. Demonstrate knowledge of District policies, procedures and regulations
6. Recognize and adhere to the standards stated in the Cued Language Transliterator Code of Conduct and the Code of Ethics of the Registry of Interpreters for the Deaf, Inc.
7. Participate in district-sponsored paraprofessional training opportunities, school programs, in-services, and meetings as required by the School Administrator; attend Satellite Program staff meetings (Total work week not to exceed 40 hours)
8. Report conflicts/concerns related to parents, teachers, and other school personnel to School Administration and Satellite Coordinator.
9. All other duties as assigned by the School Administrator or Satellite Coordinator.

Immediate Supervisor: The person in this position reports to both the School Administrator and Satellite Coordinator. The Satellite Coordinator maintains the authority to move the CLT/A within the school building and from one school to another as deemed appropriate and with input from the School Administrator.

Term of Employment: Nine and one-quarter (9 ¼) months.

Salary Schedule: \$14,147 - \$20,823

Evaluation: The CLT/A will be evaluated by the School Administration and Satellite Coordinator in accordance with Board policy.