



VACANCY NOTICE DEAF EDUCATION INTERPRETER AIDE

QUALIFICATIONS

1. High School Diploma or GED
2. Educational Aide Paraprofessional Certificate
3. Interpreter Certification issued by The Texas Commission for the Deaf
4. Can be employed for maximum of 3 years at this level in the state
5. Must meet one of following:
6. Associate's Degree, OR
7. 60 credit hours from an accredited institution of higher learning, OR
8. Successful completion of basic written exam
9. Ability to work well with children
10. Knowledge of general office equipment
11. Proficient in sign language
12. Experience working with children/students or parents

GENERAL PERFORMANCE RESPONSIBILITIES

1. Uphold and enforce school rules, administrative regulations, and state and local board policy
2. Assist the teacher in preparing instructional materials and classroom displays
3. Work with individual students or small groups to conduct instructional exercises assigned by the teacher
4. Assist with the administration and scoring of objective testing instruments or work assignments
5. Assist in supervising students throughout the school day, both inside and outside the classroom
6. Keep the teacher informed of any special needs or problems of individual students
7. Assist in maintaining a neat and orderly classroom
8. Assist in inventory, care, and maintenance of equipment
9. Interpret for hearing impaired students
10. Assist students as needed with personal care (i.e. feeding, changing diapers, bathroom needs, etc.)
11. Assist the teacher in keeping administrative records and preparing required reports
12. Participate in staff development training programs, faculty meetings, and special events, as needed
13. Provide orientation assistance to substitute teachers

OTHER INFORMATION

Beginning Date: 2009-2010 school year
Length of Duty: 187 days annually
Salary: Salary will be in accordance with the annual salary schedule approved by the Board of Trustees

APPLICATION PROCEDURES AND DEADLINE

Complete the paraprofessional on-line application on the web – type “**DEAF EDUCATION INTERPRETER AIDE**” in box labeled “**Specify other position.**” Letters of interest and updated resumes should be attached. No faxes or emails, please. Current employees should complete the request for transfer within the District and attach a letter of interest and resume. All applications and attachments will be reviewed and those selected for interview will be contacted. If you need assistance, you may contact:

Personnel Department
Irving Independent School District
PO Box 152637
2621 W. Airport Freeway
Irving, TX 75015-2637
(972) 215-5225 or Toll-free 1(888) 447-3562

Date Posted: August 6, 2009

Positions May Be Available At Time of Posting Only; Updated Weekly If Changed