GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

POSITION TITLE: LANGUAGE FACILITATOR
EXCEPTIONAL CHILDREN SERVICES

GENERAL STATEMENT OF JOB

Under general supervision, provides communication support services to hearing impaired students mainstreamed in the school system. The Language Facilitator’s primary responsibility is to facilitate communication among hearing impaired students and their hearing peers, the classroom teacher, and other school personnel. Other duties that may be performed when not facilitating communication include tutoring, note taking, providing assistance to the hearing impaired teacher and classroom teacher, and participating in meetings as a member of the educational team. Reports to the teacher, principal and/or Central Office Supervisor and Executive Director of Exceptional Children.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Facilitates communication between the hearing impaired student and his peers and the student and adults in the educational environment.

Monitors student’s comprehension and documents needs and problems encountered.

Studies the content of the lessons prior to class to ensure accurate representation of the lesson.

Tutors students who hard of hearing under the direction of the teacher. Provides feedback to teachers upon request.

Serves as liaison to promote positive and cooperative relationships within the school environment.

Oversees daily maintenance and use of assistive devices performing simple troubleshooting as necessary.

ADDITIONAL JOB FUNCTIONS

May assist the teacher with routine duties when not engaged in facilitating communication.

Performs other related work as required.
MINIMUM TRAINING AND EXPERIENCE

High School diploma with specialized training in the use of assistive devices (close captioning, auxiliary attachment, sound system). Must annually complete 15 hours of training related to facilitation of language approved by the local education agency.

SPECIAL REQUIREMENT

Possession of a valid driver’s license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category “A.” Category “A” employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, “Drug and Alcohol Free Workplace,” which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence and reports. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate
effectively and efficiently in standard English. Include as necessary any professional language.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**KNOWLEDGE, SKILLS AND ABILITIES**

Competence in the communication modality used by the student who is hard of hearing.

Competence in English grammar, including syntax, spelling and punctuation.

Working knowledge of typical language development.

Strong interpersonal skills relating to students and adults.

Working knowledge of subjects being facilitated. Understanding of deafness and its impact on language development.

Ability to work as part of an Individualized Education Program team.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.