

# SIGNER/AIDE Tompkins County

**Classification:** Non-competitive

**Labor Grade:** 0

**Approved:** 0

## **MINIMUM QUALIFICATIONS:**

Possess a sign vocabulary of over 600 words; **AND EITHER**

- (a) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (b) Four years of full time paid (or the equivalent part time and/or volunteer) experience in the particular subjects taught in the classrooms to which the Signer/Aide is to be assigned; **OR**
- (c) Any equivalent combination of (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

Under the supervision of the principal or teacher, employees in this class perform routine but necessary school and classroom tasks, relieving teachers of more specialized duties. Instructions and supervision are not responsibilities of this class. Direct supervision is received from administrative personnel and teaching staff. Does related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Uses manual language with deaf students in the classroom;
- Works with individuals or small groups to review progress;
- May correct themes, compositions, standardized and objective tests;
- Fills out, copies, types or dittos forms, reports, and stencils from various rough drafts;
- Assists in routine classroom housekeeping chores;
- Organizes and participates in group games and related activities;
- Reads and tells stories to children;
- Conducts review and drill with groups and individuals;
- Receives, issues and renews library books and other educational matter;
- Attends appropriate in-service training programs and staff meetings.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the English language;
- Possesses expressive and receptive manual English skills as demonstrated by the ability to sign at a simple sentence level;
- Exhibits an interest for self-improvement in signing ability;
- Familiarity with classroom routine;
- Ability to establish good relationships with students, teachers, and co-workers;
- Patience, endurance, tact, judgment, courtesy, dependability, initiative, and resourcefulness;
- Good moral character;
- Physical condition commensurate with the demands of the position.