

DEPARTMENT OF EDUCATION
STATE OF HAWAII

Specification for the Class:

HOUSEPARENT FOR THE DEAF AND BLIND

Entry Level Work	HE-3	8C.592
Full Performance Work	HE-5	8C.593

Function and Location:

This position works in the dormitory of a center/school for elementary and secondary students who are deaf, deaf/blind or blind with multiple disabilities. The position is responsible for: planning and implementing activities to enhance the students' social and emotional development through instruction, guidance and assistance in practical life activities and social interaction; the physical care and supervision of the students on a shift; and maintenance of the dormitory. The position may be required to work on shifts, including evenings, weekends and holidays.

Key Duties and Responsibilities:

1. Use American Sign Language to instruct, provide guidance to, and communicate with deaf students.
2. Instruct and guide students in all dormitory and related activities. Assist them in their social adjustment and personal independence.
3. Plan and supervise recreation activities such as swimming, excursions, shopping trips, craft work, etc. Plan with volunteer groups regarding on-and-off campus activities.
4. Observe and participate in students' classroom activities and discuss students with teaching staff, as appropriate.
5. Write dormitory progress reports on each student assigned.
6. Supervise and help students with homework.

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7. Check on personal cleanliness, dressing and grooming, orderliness, and the carrying out of assignments by students.
8. Give medication in accordance with instructions from the nurse and physicians, as appropriate. Take a student's temperature if the student appears ill and contact head houseparent, nurse or others, as necessary.
9. Advise students on interpersonal relations.
10. Guide and direct students in safety practices.
11. Follow emergency procedures in accordance with the dormitory manual in the event of fire/disaster, power outage, medical emergency, etc. Maintain a log and write incident reports.

Other Duties:

In addition to the key duties and responsibilities, this position may be assigned to:

Accompany students from site to site, including escorting them to/from their home islands; confer with parents, as necessary, and under the supervision of the Head Houseparent; perform a variety of housekeeping chores; perform basic first aid and CPR, as necessary; attend staff meetings; and perform other related duties as assigned.

Knowledge and Abilities Used in Performing Key Duties at the Full Performance Level:

Demonstrated proficiency in the application all of the knowledge and abilities specified below for the full performance level, in providing the full range of services to the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Controls Exercised Over the Work:

The Head Houseparent provides general direction to the position. Supervision may also be received from the administrator of the center.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions and specific instructions in new and unusual situations.

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Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently receiving specific guidance only in new and unusual situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure proper adherence to policies and procedures and the provision of safety.

Prerequisite Qualifications Required for the Entry Level:

Experience and Essential Knowledge and Abilities: Applicants must demonstrate proficiency in American Sign Language; possess knowledge of basic spoken and written English, personal hygiene, and housekeeping; ability to understand and follow oral, signed, and/or written instructions; read, write, speak and understand simple sentences in English; deal effectively with students; effectively interact with students who are deaf, deaf/blind or blind with multiple disabilities and supervise their personal and household routines; perform a variety of housekeeping chores; and keep and prepare simple records and reports.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

Sensory: Distinguish the color, size and shape of various medications; and read typewritten and/or handwritten material.
Coordination and Dexterity: Communicate utilizing American Sign Language; assist children with multiple disabilities, perform personal care routines and a variety of housekeeping tasks.
Strength and Stamina: Lift and carry students with multiple physical disabilities.
Mobility: Keep up with and chase after active children.

Prerequisite Qualifications Required for the Full Performance Level:

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: One year of work experience which involved supervising the dormitory and related activities for students who are deaf, deaf/blind or blind with multiple disabilities on a shift and assisting in planning

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and implementing activities to provide for their personal, recreational and social needs. Such experience must have demonstrated knowledge of recreational and other activities for the deaf, deaf/blind, and blind with multiple disabilities; basic first aid and CPR; ability to plan, organize and supervise dormitory and related social, recreational and personal activities; deal effectively with deaf, deaf/blind, and blind students with multiple disabilities; understand and follow oral, signed and/or written instructions; prepare reports and maintain logs and records; supervise the students in their personal and household routines; and deal effectively with students and maintain effective relationships with parents and other staff members.

Desirable Qualifications: Post-secondary course work in child development; introductory course work in special education; American Sign Language course work.

JOB DESCRIPTION ESTABLISHED: May 1, 2000

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adaptation of the class specification and the minimum qualification specifications for the Executive Branch Civil Service class, HOUSEPARENT FOR THE DEAF AND BLIND to the Department of Education Civil Service system.

DATE APPROVED: APR 18 2006

EFFECTIVE DATE: JUL - 1 2005



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