

# ARKANSAS SCHOOL FOR THE DEAF

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	ASD Communication Policy	1006

- 1) PURPOSE: The purpose of this policy is to establish agency philosophy for a communication environment for the deaf and hard of hearing.
- 2) COMMUNICATION PHILOSOPHY: The Arkansas School for the Deaf (ASD) is committed to a barrier-free communication environment that ensures the academic, social and vocational development of each student who is deaf or hard of hearing. The rights of each individual to clear and meaningful communication will be respected and staff members are to sign at all times when individuals who are deaf or hard of hearing are present. All employees are required to possess skills which will allow them the ability to incorporate a variety of communication modalities to ensure effective communication proficiency as required by their job assignment.

ASD has selected the Sign Communication Proficiency Interview (SCPI) as the tool to assess the sign language communication proficiency of staff.

### 3) MONETARY AWARDS

Act 1461 of 2001 allows for up to ten percent (10%) increase in pay to any employee whose specific job assignment requires the skill to communicate in a language other than English, including American Sign Language, and which skill is required as a secondary minimum qualification by classification specification for the position occupied by the employee. In those instances where granting of the additional compensation would have the effect of exceeding the maximum annual rate for the grade assigned to the employee's compensation, the additional compensation shall not be considered as exceeding the maximum allowable rate for the grade.

An employee who is receiving additional compensation under the provisions of this section and who moves into a position that does not qualify for the compensation shall revert on the effective date of the change to the rate of pay which the employee would otherwise receive.

The following positions specific job assignments require a secondary minimum qualification to communicate in American Sign Language as based in Act 1461 of 2001 and the second language is used at least 25% of the time in the job as based in the Office of Personnel Management guidelines in order to be eligible:

Principal  
Assistant Principal  
Residential Life Coordinator  
Student Service Director  
Teacher (excluding positions in the Outreach Department)  
Paraprofessional  
Speech Language Pathologist

ARKANSAS SCHOOL FOR THE DEAF

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	ASD Communication Policy	1006

Dorm Supervisor  
Dorm Staff  
Counselor  
Audiologist (excluding positions in the Outreach Department)  
Librarian  
Staff Development Specialist/Communication Specialist  
Nurse  
Psychological Examiner  
School Secretary

Staff in these positions is required to take sign language classes and/or participate in professional development activities related to sign language development/improvement until they attain a level of Advanced on the SCPI. Proof of attendance/documentation at sign language improvement activities will be required annually and will be part of employee's evaluation. Professional development activities related to sign language development/improvement may include: 1) interpreting workshops, deaf community and school events, silent lunch or dinner, deaf social time; 2) specific content area vocabulary development with signing specialists; 3) web-based sign development activities; 4) ASL immersion activities; and 5) other activities as approved by supervisor.

Employees in these positions will be required to be assessed every three (3) years to determine progress toward attainment of their assigned level. Once an employee obtains the Superior Level, he/she will not have to be retested. Staff may request an additional testing but no more than once per year.

Compensation shall be awarded at the following amounts:  
10% salary increase for Superior or Superior Plus  
7.5% salary increase for Advanced or Advanced Plus  
5% for Intermediate or Intermediate Plus

Any new position with specific job assignments that require a secondary minimum qualification to communicate in American Sign Language as based in Act 1461 of 2001 and the second language is used at least 25% of the time in the job as based in the Office of Personnel Management guidelines will be eligible for the compensation.

Authority to implement and to award special rates of pay is after approval by the Office of Personnel Management and after review and approval of the Legislative Council.

ARKANSAS SCHOOL FOR THE DEAF

Policy Type	Subject of Policy	Policy No.
Administrative	ASD Communication Policy	1006

4) SCPI 2.5% Monetary Bonus

Staff in ASD positions not designated for compensation pursuant to Act 1461 Of 2001 qualifies for the 2.5% one-time bonus after attaining a level of Intermediate on the SCPI.

Staff in these positions is required to take sign language classes until they attain a level of Intermediate on the SCPI.

Staff in ASD/ASB shared positions not designated for compensation pursuant to Act 1461 Of 2001 qualifies for the 2.5% one-time bonus after attaining a level of Survival Plus on the SCPI.

Staff in these positions is required to take sign language classes until they attain a level of Survival Plus on the SCPI.

Staff must have completed one year of employment at the Arkansas School for the Deaf, must have received a rating of satisfactory or better on the annual performance evaluation, and certification of attending sign language class after the employee’s hire date to qualify for the monetary bonus.

Authority to implement and to award this bonus of pay is after approval by the Office of Personnel Management and after review and approval of the Legislative Council.

**POLICY REVISIONS**

The Board of Trustees may revise the ASD Communication Policy. However, any changes must be submitted to the Office of Personnel Management for review and approval before becoming effective and will be made public to the employees of the Arkansas School for the Deaf before becoming effective.

APPROVED BY:

\_\_\_\_\_  
Superintendent, Arkansas School for the Deaf

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Arkansas School for the Deaf Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Office of Personnel Management

\_\_\_\_\_  
Date

Effective Date: 02/16/10