

# WINDSOR UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

### **TITLE: Assistant for the Visually Impaired - II**

#### **DEFINITION:**

Provides specialized assistance to blind students who may have additional disabilities. Facilitates access to curricula via alternative formats including Braille, tactile representation, Braille Note, Embosser, Web Braille, abacus. Provides Braille textbook formatting and adapts, produces, collates and binds print materials in a variety of font sizes. Uses braillewriter and/or computer to transcribe and prepare Braille instructional materials.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Under the direction of the classroom teacher and Teacher of the Visually Impaired (TVI), may provide individual or small group instruction to students with visual impairment to assist them in accessing curriculum and understanding instructional concepts
- May work with students on specific Individual Education Program (IEP) goals
- As appropriate, assists with completing in-class, homework assignments or other projects as required for students
- Uses specialized equipment and standard office machines to produce Braille format; collates, binds and enlarges instructional materials, including tests, workbooks, and other materials
- Uses embosser to print brailled material; binds brailled and large print materials
- Carries out Braille basic formatting for literary, foreign language, and Nemeth code rules
- Prepares a variety of 3-D or tactile materials and other related media aids for instructional use
- Assists teaching staff in creating an optimal learning environment
- Consistently implements behavior management plans where needed
- Assists grade level students in taking classroom notes with the use of special equipment
- Provides Braille translation to visually impaired students and assist with instruction of student in Braille reading, math and writing
- Utilizes and assists in use of specialized computers (Braille Note, JAWS, Accessibility options on phone – ie: voiceover)
- Utilizes software, other Braille devices to transcribe instructional materials into Braille
- Assists in the use of a variety of supplementary instructional materials and aids, including large print, tactile illustrations, auditory supports and abacus
- Supervises and provides mobility assistance for students as needed on playgrounds, at lunch time, traveling the school campus, field trips, and in other appropriate educational settings
- Assists students with self care activities as needed and as directed by the classroom teacher and/or TVI

- May administer and score tests, gather and compile information for various reports, and maintain other records as required
- Participates in training and staff development activities as directed
- Assists in directing student treatment activities and maintain a proper learning environment
- Monitors and assists in evaluating student progress
- Performs other related duties as assigned.

### **REQUIRED QUALIFICATIONS**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

### **KNOWLEDGE OF:**

- General methods and techniques of individual and group instructional strategies
- Methods and techniques of Braille transcription including Nemeth, math and science notations and transcription programs such as Braille 2000 or current software
- Standard English usage, spelling, grammar and punctuation
- Behavior management techniques
- Proper methods of lifting and positioning students in and out of orthopedic equipment

### **ABILITY TO:**

- Use grade 2 Literary Braille codes and rules
- Operate standard office equipment including microcomputers and related software applications
- Operate Braille devices, scanners, photocopiers, embossers and other peripheral equipment and aids
- Keyboard effectively and operate recording equipment
- Communicate effectively in oral and written form; demonstrate correct usage of English grammar, spelling, punctuation and vocabulary
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources
- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files
- Maintain orderly work environment and perform tasks in a prescribed and safe manner
- Establish and maintain cooperative working relationships with those contacted during performance of job duties
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change
- Understand instructional and learning problems characteristic of visually impaired students
- Have enthusiasm for and interest in the instructional program
- Understand and apply principles, techniques and procedures required for effective job performance
- Maintain confidentiality of school related information

- Instill confidence in staff, parents and students

**EXPERIENCE:**

- Using Nemeth techniques and grade 2 Literary Braille codes and rules sufficient to produce materials at elementary level
- Using Braille textbook formatting, adaptation, collating, production and binding of print materials in a variety of font sizes using specialized equipment
- Working with visually impaired students or students with other special needs in a school setting

**EDUCATION:**

- High School Diploma or equivalent; formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance

**LICENSES AND CERTIFICATES REQUIRED:**

- Library of Congress Certification as Brailist in Literary Braille
- CPR and First Aid Certificates
- Possession of valid California Driver's License and proof of insurance
- Possession of No Child Left Behind (NCLB) compliant Instructional Aide Proficiency Certificate

**PHYSICAL REQUIREMENTS:**

- Moderate to heavy physical effort
- Frequent standing, walking, lifting and bending
- Willingness to clean up bodily fluids
- Indoor work environment
- Pass the physical required by RESIG

**DESIRABLE QUALIFICATIONS:**

- Intermediate to advanced knowledge of Nemeth code
- Intermediate to advanced knowledge of technology for visually impaired such as: Braille Note, Braille 2000, Embosser, abacus, Web Braille, Tactile Tablet, Microsoft Word
- Knowledge of specialized equipment for visually impaired including Braille devices, computer software and print access technology, and abacus

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