

## WINDSOR UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

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

#### **DEFINITION:**

Provides specialized assistance to visually impaired and blind students who may have additional disabilities. Facilitates access to curricula via alternative formats including Braille, large type, tactile representation and aural media. Provides Braille textbook formatting and adapts, produces, collates and binds print materials in a variety of font sizes.

#### **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
- May use specialized equipment and standard office machines to produce Braille format; collates, binds and enlarges instructional materials, including tests, workbooks, and other materials
- 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
- May provide Braille translation to visually impaired students and assist with instruction of student in Braille reading, math and writing
- May utilize and assist in use of specialized computers, software and other Braille devices to transcribe instructional materials into Braille
- Adapts print materials in required font sizes according to individual student need; 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
- Braille instructional/tutorial techniques
- Behavior management techniques
- Proper methods of lifting and positioning students in and out of orthopedic equipment

### **ABILITY TO:**

- Learn and use basic Braille, Braille codes and rules
- Operate standard office equipment including microcomputers and related software applications
- Learn to 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 styles 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:**

- Any combination of training, and experience 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:**

- 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:**

- Successful completion of Grade 2 Literary Braille Code
- Knowledge of specialized equipment for visually impaired including Braille devices, computer software and print access technology and abacus

First Reading: December 15, 2009

Second Reading: January 19, 2010

Approved: 1/19/10

Revised: 1/27/16

Approved: 2/20/18