

## INSTRUCTIONAL ASSISTANT-VISUALLY IMPAIRED

### DEFINITION:

Under the supervision of the Coordinator-Special Education, assists certificated staff in reinforcing instruction to individual or small groups of visually impaired students; assists in the preparation of instructional materials and implementation of lesson plans; transcribes, enlarges, embosses and orders adapted materials designed for visually impaired students; provides routine clerical support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists certificated staff in reinforcing instruction to individual or small groups of visually impaired students in a classroom or other learning environment; monitors and oversees student drills, practices and assignments in various subjects; assists staff with the implementation of lesson plans.
- Performs a variety of clerical duties including typing, filing, duplicating and distributing materials.
- Transcribes, enlarges, embosses, interlines and orders adapted materials designed for visually impaired students; organizes, orders and maintains inventory of materials related to visually impaired instructional activities.
- Facilitates delivery of adapted materials to schools and assures the return of borrowed materials to other schools; assists transcriber to expedite production of braille materials.
- Enrolls students who have a qualifying disability into the Book Share program; downloads books and assists students and teachers in reading software; assists parents with obtaining individual memberships for home use.
- Assists and interacts with students using Braille and related materials; adapts materials to Braille or tactile format as appropriate; fosters independence of visually impaired students.
- Compiles information; prepares and maintains a variety of records and reports related to assigned programs and activities; reviews and verifies accuracy and completeness of various documents.
- Assists students in completing classroom assignments, homework and projects in various subject areas.
- Explains and assures student understanding of classroom assignment and homework instructions; explains words and concepts as necessary; assists students with meeting individual education goals and objectives; reports progress regarding student performance and behavior.
- Observes and controls behavior of students in the classroom, lunch area, playground and other learning environments according to approved District procedures.
- Assures the health and safety of students by following health and safety practices and procedures; maintains learning environment in a safe, orderly and clean manner.
- Operates a variety of office and classroom equipment including a copier, computer and assigned software; operates adapted AT and VI materials and equipment.
- Provides routine first aid to injured students according to established procedures as needed; responds to medical emergencies and prepare related paperwork as appropriate.
- Orders, receives and maintains inventory of office supplies.
- Communicates with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Child guidance principles and practices related to children with special needs including visual impairments.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problems and concerns of students with special needs.
- Applicable laws, codes, polices and regulations including copyright laws related to assigned activities.
- Basic transcription techniques and practices of Unified English Braille (UEB).

- Operation of VI and AT assistive and adapted equipment.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and other learning environments.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid techniques.

**Ability to:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of visually impaired students as directed by certificated staff
- Transcribe materials into braille and access devices for visually impaired students.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Understand and relate to students with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate an understanding, patient and receptive attitude toward visually impaired students.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience working with children in an organized setting. Experience working with visually impaired individuals preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District's Proficiency Test or meet cut scores for ACT/SAT (ACT-23 Math, 22 English; SAT-550 Math, 500 English).

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Lifting or carrying moderately heavy objects up to 50 pounds.
- Reaching overhead and above shoulders to access materials.

**WORK ENVIRONMENT:**

Indoor Classroom environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Contact with dissatisfied or abusive individuals.
- Potential for contact with blood, other body fluids and communicable diseases.

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