

INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION/VISUALLY IMPAIRED

Purpose Statement

Under the direction of an assigned supervisor or certificated teacher; assists in the supervision and instruction of special education students who are visually impaired; assists in implementing plans for instruction; transcribes educational materials into alternative format (Braille, large print, tape etc.) for visually impaired students; provides information and/or clerical support as needed; and maintains materials, supplies, and/or equipment inventory for teachers and students.

Essential Functions

- Assists the classroom teacher in instructing students in a variety of activities in individual and group settings (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implement plans for redemption of students deficiencies in accordance with students individual educational program goals and ensuring students success in school.
- Interlines Braille copy for the purpose of providing a transcription of Braille materials for use by sighted persons.
- Transcribes educational materials into appropriate method (e.g. Braille, large print, etc.) for the purpose of providing educational materials for visually impaired students in the appropriate format.
- Obtains transcribed documents, planed transcribed documents, and other material (e.g. text books, classroom assignments, projects, etc.) for the purpose of materials being transcribed into Braille for re-circulation.
- Generates reverse translation for the purpose of providing transcription for use by sighted persons.
- Assists in the implementation of instructional programs in accordance with lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Supports assigned staff and administrators by assisting with clerical tasks (e.g. filing, copying, answering phones, etc.) for the purpose of ensuring the orderly operations of the Visually Impaired Program.
- Repairs alternate format materials (e.g. recopy, replace pages, etc.) for the purpose of providing educational materials conducive to learning for visually impaired students.
- Maintains instructional materials and/or manual and electronic student files and records (e.g. adapting instructional materials, checking papers, attendance, set up adapted projects, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.
- Participates a variety of meetings, workshops, seminars, training, conferences, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in profession including large print copier; operating standard office equipment and assistive technology; performing standard clerical procedures; and utilizing pertinent software.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: Braille (Literary and Nemeth) Codes; Braille transcribing; office methods and practices; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans.

Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; and establishing and maintaining effective working relationships.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Education/Experience

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Required Testing

Pre-employment Proficiency Test or 48 college credits.

Certificates & Licenses

Valid certification of Braille competency issued by The Hadley School for the Blind or equivalent.

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410

Paraprofessional Job Description

Salary Range: 44

Adopted by BOT 2/19/13

Revised 06/12/17