



JOB DESCRIPTION
Visual Impairment Assistant

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The Visual Impairment Assistant, under the general direction of the Director of Special Education and the direct supervision of the Principal, assists the special education teacher to provide for the physical and instructional needs of students with disabilities in a special education setting.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- One or more years of experience working with special needs children

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to work well with children with disabilities
- Ability to follow verbal and written instructions
- Knowledge of general office equipment

DUTIES AND RESPONSIBILITIES:

1. Understands the instructional assistant's role and responsibilities of the position as outlined in the Special Education handbook.
2. Ability to accurately produce Braille on Perkins Braille.
3. Ability to deliver student lessons to campuses.
4. Ability to work independently with minimal supervision.
5. Performs tasks under the general supervision of a certified teacher or teaching team.
6. Works cooperatively with the teacher in preparing the classroom and the instructional materials for student use.
7. Assists students with units of instruction designated in the Instruction Education Plan (IEP).
8. Assists in managing student behavior and activity to facilitate a positive classroom climate.
9. Facilitates the classroom routines/lessons in the temporary absence of the teacher.
10. Supervises students in a variety of settings including but not limited to cafeteria, P.E., bus, playground, music, library, passing periods and inclusion activities.
11. Accompanies special education groups on field trips/community based instructional experiences.
12. Attends to the physical needs and well being of students, as needed, with appropriate training.
13. Physically able to lift students from wheelchairs to floor or table settings.
14. Assists in the training of students self-help skills.
15. Operates office equipment as well as adaptive/assistive devices for students.
16. Assists with loading and unloading of school buses.
17. Attends required in-service training sessions as well as individual training as warranted by student need.
18. Assists the teacher in evaluating student performance and data collections.
19. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbal and written), instruct, read, understand verbal instructions, and maintain emotional control under stress.

PHSYCIAL DEMANDS: Ability to lift and/or carry heavy loads (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, and stoop.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment, wheelchair lift, ramp, audiovisual equipment, adaptive/assistive devices

Paraprofessional Pay Grade: 3

Days: 185

Wage/Hour Status: Nonexempt

Updated: June 26, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.