



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Paraeducator – Visually Impaired

Established date: 8/1/2010

Revision date: 4/12/2017

#### **GENERAL PURPOSE**

Under immediate direction of the Visually Impaired Specialist, assists in conducting positive learning experiences for visually impaired students; reinforces subject matter that has been presented by the teacher; assists in instructing student in Braille code; performs a variety of clerical and supportive tasks for certified instructional personnel; learns and applies individual and general classroom and instructional procedures; oversees visually impaired students and performs related work as assigned. This position is directly responsible to the Principal.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist teachers with the presentation of learning materials.
2. Describe or interpret pictures, graphs, and charts when transcribing books into Braille or large print.
3. Read printed words and Braille to students; reinforce instruction in subject matter that has been presented by a teacher.
4. Tutor students individually or in small groups to follow-up and reinforce learning activities in accordance with the IEP.
5. Monitor and assist in student activities.
6. Supervise and interpret for students during special instructional programs and activities such as music, physical education, computer, and library period.
7. Confer with instructional personnel and provides input regarding student progress.
8. Oversee and supervise students during classroom activities, snack and/or lunch periods, in library and on field trips, and/or during play or physical exercise.
9. Check workability of equipment associated with instruction in Braille.
10. Assists with utilization of a large-print typewriter and specialized duplicating machine to reproduce materials from Braille master copy.
11. Collates and binds Braille books and print materials.
12. Proofreads Braille writing.
13. Reinforces orientation and mobility skills, along with safe and appropriate use of mobility devices.
14. Assist in testing, scoring tests, and in the evaluation of instruction and student's progress and problems.
15. Assist instructional personnel with classroom management.
16. Assist in training for personal hygiene, which may include toileting and diapering, taking care of personal needs and developing basic self-sufficiencies.
17. Perform a variety of clerical duties, which may include filing, typing, duplication of materials, correcting student work and/or recording of student grades.
18. Assist in preparing displays, bulletin boards and maintaining room environment.
19. Operate a variety of instructional media, computers, office machines and equipment.
20. Maintain records of materials and equipment as directed.
21. Perform related duties as assigned.
22. Participate in district in-services, workshops and/or seminars as directed.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Educational implications of students with visual impairment.
2. General concepts of child growth and development and child behavior characteristics including behavior management strategies.

3. Nature of vision impairment and its affect on the development of students.
4. Equipment and programs to support instruction in Braille.
5. Techniques used in controlling and motivating students.
6. English usage, punctuation, spelling, grammar and math.
7. Routine record keeping.
8. General purposes and goals of public education.
9. Specific subject area content as instructional staff and other adults.
10. Basic First Aid.

**Ability to:**

1. Understand the process of educating visually impaired students.
2. Assist visually impaired students in a flexible and understanding manner.
3. Compose good descriptions of visual materials.
4. Demonstrate competency in Braille.
5. Assume responsibility for the supervision of students.
6. Learn and utilize basic methods and procedures to be followed in the special education instructional setting.
7. Perform routine clerical work and basic arithmetical calculations.
8. Demonstrate an understanding, patient, warm and receptive attitude toward children especially those with special needs.
9. Remain calm under stressful conditions.
10. Understand and carry out oral and written instructions.
11. Maintain cooperative working relationships with students, staff, parents and the general public.
12. Demonstrate proficiency in English both orally and in writing.
13. Provide an emotional and friendly attitude.

**Education, Training, and Experience:**

Any combination of training and experience that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be: equivalent to completion of high school graduation; good general background and work history; previous work with students with special needs is desirable; or any combination of training and experience that could likely provide the desired knowledge and abilities. Minimal word processing and computer proficiency is desirable.

Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services.

**Licenses; Certificates; Special Requirements:**

- Completion of fingerprinting is required prior to the first day of work.
- Pass the District’s adopted Proficiency Examination with a satisfactory score of seventy percent (70%) or higher. (Education Code 45344.5)
- Incumbents are designated as Child Care Custodians. (Penal Code 11165.5)
- May be required to possess valid and appropriate California driver license.

**PHYSICAL AND MENTAL DEMANDS**

**Physical Demands:**

This position classification performs light work that involves sitting a portion of the time, may require lifting up to fifty (50) pounds, pushing and/or pulling of objects, and walking and standing for extended periods.

Positions in this class require mobility to stand, stoop, reach and bend and dexterity of hands to grasp and manipulate small objects.

**Mental Demands:**

This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

**WORK ENVIRONMENT**

The noise level in this work environment is usually moderate to loud at an acceptable level.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing