

Classified Job Description

PARA EDUCATOR – VISUAL IMPAIRED

DEFINITION

Under general supervision, to assist teachers with the preparation of classroom and teaching materials for visually impaired students; to assist with the instruction and supervision of students; and related work as required.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Student Assistance

Assists visual impaired students in the classroom with materials and oral instructions; determines appropriate format and prepares a variety of instructional support materials; prepares copies of tests, study materials, textbooks, charts, and others instructional materials for visually impaired students; types instructional materials, lessons, and worksheets in large type print for partially sighted students; operates specialized equipment to enlarge and copy instructional materials; locates, orders, and receives other instructional materials for visually impaired students; and communicates with vendors, press representatives, and others to arrange for purchase, delivery, and loan of learning materials as assigned.

Record Keeping

Receives and distributes a variety of books and instructional materials for the visually impaired from local or national sources; assures materials are received and returned as necessary; maintains appropriate inventory of books, supplies, and materials applicable to the program; performs a variety of routine clerical and supportive tasks for instructional personnel, such as typing correspondence and letters, filing, opening and sorting mail, answering telephones and taking messages; catalogs and maintains library of visually impaired books; checks materials in or out of library as needed; operates a variety of office equipment including a copier, book binder, paper cutter, computer and assigned software; prepares and maintains a variety of records and reports for visually impaired students and others related to assigned activities; orders supplies and performs minor equipment repairs.

Related Duties

Travels to various sites to distribute materials; communicates with parents, teachers, staff, administrators, and various outside agencies to exchange information and resolve issues or concerns; provides information on program activities and responds to questions as appropriate; provides individual instruction to students or assists teacher with instruction; attends meetings, workshops and conferences related to ongoing certification as required; communicates with donation organizations; and other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Person must possess 48 units of college coursework, an A.A. degree, or pass a proficiency test. Experience in the use of instructional technology pertaining to the visually impaired, and working with children in an educational setting is highly desirable.

Knowledge

Basic reading, writing and math as identified by passing proficiency test in those three areas. Instructional and learning problems characteristic of visually impaired students; English grammar and usage; basic math functions; punctuation and spelling; and standard office equipment.

Skills and Ability

Operate a thermoform copier, enlarger copy machines, computers and use other program related technology to effectively and efficiently prepare printed materials for visual impaired students; Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms; successfully supervise students; follow instructions with a minimum of direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; adapt to individual needs of teachers and students and work with interruptions; adapt to changing conditions as needs dictate; respond quickly to emergency situations; work with students and staff; understand and maintain confidentiality; perform general clerical duties including record keeping and filing; accept, understand, and relate to students who have behavioral, learning, or physical disabilities; ability to learn computer skills to assist students in the use of computers in classroom; and be trained in the use of various equipment.

Physical Ability

Requires sufficient arm, hand and finger dexterity in order to operate a personal computer keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers. Requires lifting of light to moderate objects (between 20 to 30 lbs.) on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires ambulatory ability to go to different locations. Requires the ability to take precautions against a nominal exposure to health and safety risks. Requires speaking and hearing to communicate in person or over the phone.

Licenses and Certificates

California Driver's License required

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