CLASS TITLE: INSTRUCTIONAL ASSISTANT-VISUALLY IMPAIRED

BASIC FUNCTION:

Assist a certificated teacher in reinforcing instruction to individual or small groups of visually impaired students; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES
Assist a certificated teacher in reinforcing instruction to individual or small groups of visually impaired students in a classroom or other learning environment; monitor and oversee student drills, practices and assignments in various subjects; assist assigned teacher with the implementation of lesson plans.

Perform a variety of clerical duties such as typing, duplicating, enlarging and ordering materials designed for visually impaired students; assist in filing, organizing and maintaining inventory of materials related to visually impaired instructional activities.

Assist and interact with students using Braille and related materials; adapt materials to Braille or tactile format as appropriate; record print materials onto tape for student use; foster independence of visually impaired students.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.

Distribute, collect, prepare and process attendance and various other forms and documents; record student attendance as assigned.

Explain and assure student understanding of classroom assignment and homework instructions; explain words and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior.

Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.

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Escort students to and from designated locations as assigned; accompany students on fieldtrips, recreational functions, social events and during outdoor activities.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials.

Operate a variety of office and classroom equipment including a copier, fax machine, computer and assigned software; assure visually impaired tools are accessible to students, including CCTV, slant boards, monocular, abacas and other materials.

Provide routine first aid to injured students according to established procedures as needed; respond to medical emergencies and prepare related paperwork as appropriate.

Communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information to parents and others as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Child guidance principles and practices related to children with special needs.
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.
Classroom procedures and appropriate student conduct.
Safe practices in classroom and playground activities.
Operation of standard office and classroom equipment including a computer.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping and report preparation techniques.
Braille transcription techniques.
First aid and CPR procedures.

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 the teacher.
Transcribe 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.

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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.
Read books to students and assist with reading and writing activities as assigned.
Monitor, observe and report student behavior and progress.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer.
Observe health and safety regulations.
Maintain records and prepare routine reports.
Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with children with special education needs in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificates issued by an authorized agency.
Incumbents must meet requirements specified under the No Child Left Behind Act.
Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
Classroom environment.

PHYSICAL DEMANDS:
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 and carrying students as assigned by the position.
Pushing children in wheelchairs as assigned by the position.