

## **INSTRUCTIONAL ASSISTANT – FOR VISION IMPAIRED**

### DEFINITION

Under general supervision of an itinerant teacher, provides specialized tutorial assistance to vision impaired (VI) students mainstreamed into regular classes; transcribes a wide variety of instructional materials into Braillewriter or other form of media; performs a variety of routine clerical duties for the vision impaired instructional program.

### EXAMPLE OF DUTIES

Orients and provides instructional assistance to individuals or small groups of VI students mainstreamed into regular classrooms; assists itinerant and classroom teachers with the implementation of Individualized Education Plans (IEP); tutors individuals and small groups of VI students; reinforces and explains teachers' lectures, instructions for completing assignments or projects; transcribes a wide variety of instructional materials into appropriate media for students such as, on Large Type typewriter, by hand, by photo-enlargement, by recording, on Braillewriter, or on computer; operates specialized equipment for VI students such as specially adapted computers and augmentative communication devices; assists students in locating and using educational materials and equipment such as computers; monitors and reviews progress of students with itinerant teacher and regular classroom teachers; assists itinerant teachers in the preparation of a variety of learning aids, and tutorial and instructional materials; contacts schools to request copies of current IEP's for students on itinerant caseload; performs a variety of routine clerical duties such as typing, filing, sorting, duplicating and logging and mailing information related to the VI program; performs related duties as assigned.

### QUALIFICATIONS

#### Knowledge of

Student behavior and characteristics; supervision and motivation of students. General elementary and high school academic subject areas such as math, science, and English; English pronunciation and grammar; basic office methods, procedures and equipment including computers.

#### Ability to

Communicate effectively orally and in writing; operate specially adapted computers, augmentative communication devices and other specialized equipment used by VI students; tutor individuals and small groups; work effectively with students, teachers and staff; accept, understand and relate to vision impaired students; perform routine clerical duties such as record keeping, filing and mailing; quickly learn to operate software associated with the instructional program; provide own transportation to and from school and meeting sites; pass required mathematics, reading and writing proficiency examination; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST.

### Experience

Experience working with vision impaired individuals is highly desirable.

### Education

In addition to meeting the NCLB requirement for employment detailed above, applicants must have a combination of education, training and experience which would clearly demonstrate possession of the knowledge and abilities detailed above. An example of a typical qualifying background would include completion of college-level course work in general academic subject areas such as math, science and English

### No Child Left Behind Act (NCLB) Requirement

In order to satisfy the paraprofessional requirements of the NCLB Act, applicants must meet one of the following requirements: Complete at least 2 years of study at an institution of higher education; obtain an associate's (or higher) degree; meet a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

### Physical Performance Requirements

Frequent, sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

### Licenses/Credentials

Possession of a valid California driver's license and proof of automobile insurance must be provided at the time of selection. Possession of a Library of Congress Certificate as a Braille Specialist is highly desirable.

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Revised: August 4, 2022