

VISUAL IMPAIRED ASSISTANT

DEFINITION

Under general supervision of the visually impaired teachers for West Orange County Consortium for Special Education (WOCCSE), provides specialized assistance to visually impaired pupils by facilitating access to curricula in the instructional program in alternative formats such as Braille, large type or tape recordings, tactual representation or aural media; provides regular assistance to students; and performs related work as required.

CLASS CHARACTERISTICS

Positions in this class are established principally to relieve teachers of certain instructional tasks and routine duties. Incumbents perform their tasks with initiative and independent judgement within a limited number of standardized procedures. In addition to or in lieu of classroom assignments, incumbents may be assigned to learning or resource centers and special learning programs or to handle details of program implementation. The incumbents are assigned to a VI teacher and will assist in the visually impaired program.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

Possession of a Library of Congress certificate of efficiency as a Braille transcriber or a certificate of completion of a course in Braille transcription or the ability to obtain required certificates within one year of employment.

EXAMPLES OF DUTIES

Assists VI teacher in implementing a student's Individual Educational Plan (IEP). *E*

Assists VI teacher in establishing an optimal educational environment. *E*

Tutors individual or groups of visually impaired students and assists with self-help needs. *E*

Interprets and transcribes instruction into Braille using Braille writers, large print typewriters, tape recorders, specialized computers, software, and other related office appliances and instruments. *E*

Prepares a wide variety of tactile aids such as maps, models, diagrams, and other media. *E*

Adheres to techniques and guidelines established by the consortium and supports behavior management programs. *E*

Maintains records and gathers data as required; assists VI teachers in evaluation process. *E*

EXAMPLES OF DUTIES (cont.)

Provides mobility assistance for pupils when necessary on school grounds and accompanies students on field trips and in other educational settings as assigned. *E*

Complies with WOCCE administrative policies as well as state and federal laws and regulations. *E*

Attends meetings and conferences; travels to different sites as required. *E*

Corresponds with commercial and volunteer agencies to obtain special material for visually handicapped students as assigned. *E*

Orders supplies and textbooks as required. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Instructional and learning problems characteristic of visually impaired students;
2. Methods, materials, and techniques used in Braille transcription used in preparing tactile aids such as maps, models, and diagrams;
3. Literary Braille and some exposure to the Nemeth Code of Braille mathematics;
4. Methods of preparing clear and comprehensive reports and records;
5. English usage, spelling, grammar, and punctuation;
6. Applicable state laws, District policies, procedures, and other regulations governing the program or area of assigned responsibility;
7. Reading, oral, and written communication skills;
8. Interpersonal relations skills using tact, patience, and diplomacy; and
9. Appropriate safety precautions and procedures for classroom activities.

Ability to:

1. Facilitate instructional and tutorial procedures and practices;
2. Operate a Braille writer, large print typewriter, computer, software, and other related office machinery and instruments with speed and accuracy;
3. Prepare a wide variety of tactile aids;
4. Keyboard with accuracy;
5. Independently prepare clear and comprehensive reports and keep difficult records;
6. Maintain confidentiality of complex, confidential, and sensitive records and reports;
7. Understand, interpret, and explain a wide variety of policies, laws, rules, and regulations to others;
8. Understand and carry out oral and written instructions;
9. Establish and maintain effective relationships with those contacted in the course of work; and
10. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Must have possession of a Library of Congress certificate of efficiency as a Braille transcriber or the ability to obtain certificate within one year of employment.

EXPERIENCE

Previous experience in working with exceptional or handicapped students is desired.

WORKING CONDITIONS

Environment:

Classroom and outside environment.

Physical Abilities:

Dexterity of hands and fingers to operate a Braille writer and other specialized equipment; hearing and speaking to exchange information; and seeing to monitor and observe student behavior.