

MODESTO CITY SCHOOLS

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT I-SPECIAL EDUCATION-VISUALLY IMPAIRED

DEFINITION:

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of visually impaired students; assists in the preparation of instructional materials and implementation of lesson plans; transcribe, enlarge and interline adapted materials designed for visually impaired students; provides routine clerical support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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
- Enlarge and interline adapted materials designed for visually impaired students.
- Assist assigned students using Braille and related materials; adapt materials to Braille or tactile format as appropriate; proofread, edit and verify accuracy of transcribed materials; foster independence of visually impaired students.
- Assist a teacher with the implementation of Individualized Education Plans (IEP); assist assigned students in reaching IEP academic, emotional, social, physical and behavioral goals.
- Tutor individual or groups of students; conduct individual and/or small group instructional lessons and/or activities, as directed by the teacher.
- Assist with the supervision of students in the classroom, playground, cafeteria and during other school activities as assigned.
- Support and assist in the enforcement of classroom, school, and district rules; assure student understanding of classroom rules and procedures.
- Prepare instructional materials and other related materials, as needed by the teacher; disseminate and collect student assignment work sheets and materials.
- Confer with the teacher concerning lesson plans and adapt materials to meet student needs; report progress regarding student performance and behavior.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; assist the teacher with maintaining records, logs and student files related to attendance, grades, progress, behavior and assigned activities.
- Escort students to and from designated school locations.
- Assist students in the operation of a variety of instructional technology; facilitate effective communication for students using assistive technology.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to IEPs, student activities and behavior.
- Operate a variety of standard classroom and office equipment including a computer and assigned software; operate assistive materials and equipment for the visually impaired.
- Attend and participate in meetings and in-service trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience working with school age children in an educational setting or learning environment.

Licenses and other Requirements

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,
 - Met 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, writing and mathematics.

DESIRED QUALIFICATIONS:

- Some experience working with visually impaired individuals including transcribing, enlarging and interlining adapted materials.
- Valid First Aid/CPR certification.

Knowledge of:

- Child guidance principles and practices related to children with special needs including visual impairments.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Proper operation and use of Braille transcription equipment and machines.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Problems and concerns of students with special needs.
- Applicable laws, codes, policies and regulations.
- Basic transcription techniques and practices of Unified English Braille (UEB).
- Basic Nemeth coding techniques.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and other learning environments.
- Operation of standard classroom and office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

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 certificated staff
- Adapt materials into braille into an appropriate media such as Braille and large type print for visually impaired students.
- Enlarge and interline adapted materials.
- Utilize copiers, Braille conversion machines and other equipment to process and convert instructional materials and other documents into Braille and large type print.
- Assist in the preparation of instructional materials and implementation of lesson plans.

- Perform a variety of clerical duties including typing, filing and duplicating materials.
- 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.
- Monitor, observe and report student behavior and progress.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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, carrying or pushing moderately heavy objects.
- Reaching overhead and above shoulders to access materials.

Hazards:

- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 9/26/95

Unit Approved: 10/10/95

Board Approved: 5/31/88, Revised: 9/5/95, 10/23/95

FLSA Status: Non Exempt