

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Vision Assistant
Pay Table:	Support
Pay Grade:	4
FLSA Status:	Non-Exempt
Job Code:	873
Reports to:	Coordinator of Related Services/Teacher of Visually Impaired

JOB SUMMARY

Under the general supervision of the Coordinator of Related Services and the Vision Related Server, the Vision Assistant provides support to visually-impaired students. The incumbent prepares and adapts materials, assists with vision activities and classroom assignments, and helps students meet their individualized educational program goals.

ESSENTIAL JOB FUNCTIONS

- Assists the vision teacher in implementing individualized educational programs for visually impaired students.
- Works one-on-one with visually-impaired students, assists them with vision activities and classroom assignments.
- Plans lessons and activities for visually-impaired students under direction of server.
- Assists with Braille generated end of level testing and prepares Braille testing materials.
- Adapts materials by enlarging them or transcribing them into Braille.
- Prepares letters, reports, memos, etc. for teacher (requires use of personal computer).
- Serves as a liaison between the classroom teacher and the vision teacher.
- Records, updates and organizes data in student files.
- Travels between schools, transporting materials, in personal vehicle. Personal vehicle required for job.
- Attends meetings and training sessions.
- Prepares teaching aids for use with students (puzzles, flash cards, games).
- May be required to transcribe Braille into print. Provides other support for the classroom teacher as needed.
- May be required to transcribe student materials into Braille. Assists students with instruction in computer usage.

MINIMUM REQUIREMENTS

- High School graduation or equivalent education or experience and some college-level coursework.
- One (1) year of experience related to the above tasks.
- Training in teaching techniques and adaptations for the visually impaired available/required after hiring.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of academic subjects.
- Basic computer, typing, word processing, and record-keeping skills.
- Behavior management skills desirable.
- Ability to use small office equipment.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

The Davis School District has the right to revise this position description at any time.