

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Paraprofessional – Specialty (Visual Impairment)	Reports to:	Program Administrator/Supervisor
Job Category:	Instructional Support	Classification Unit:	Classified
Board Approval:	8/25/2022	Current Salary Grade:	17
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor and the direction of a certificated staff member, perform a variety of activities to support instructional programs and facilitate independence for students with visual impairments in general or special education classrooms per Individualized Education Plan (IEPs).

ESSENTIAL FUNCTIONS:

- Modify, enhance, or adapt classroom activities, assignments, and materials to support access for students with visual impairments, including the preparation of Braille or large-print materials.
- Reinforce academic skills, organizational skills, and conceptual development as per students' IEPs, the core standards and curriculum, and the Expanded Core Curriculum (ECC).
- Operate equipment necessary for visually impaired (VI) students' program/materials, including Braille writer, copier, binding equipment, or laminator.
- Support and reinforce the Braille and Nemeth code skills needed for progress in core academic subjects.
- Learn and support the use of specific VI technologies required for access to the curriculum and instruction.
- Assist in the development of independence by reinforcing opportunities for students with visual impairments to understand their needs and advocate for themselves with peers, parents, educational professionals, and others.
- Promote positive social interactions between students with visual impairments and their peers and adults in the school and community setting.
- Collect data on academic, behavioral, or self-help skills as instructed by a certificated teacher and/or service provider.
- Support a certificated teacher and other support staff with the implementation of the IEP for students disabilities; assist in monitoring students' progress toward achievement of IEP goals and objectives.
- Confer with the classroom teacher and the Teacher of the Visually Impaired (TVI) to ensure the on-time availability of adapted instructional materials.
- Provide sighted-guide assistance as needed while promoting independence.
- Participate in professional development required to maintain current knowledge of assistive technologies, Braille, materials enhancement/modification, and orientation and mobility, needed to support students with visual impairment.
- Provide self-care and/or behavioral support to students with visual impairment who have co-occurring disabilities, under the direction of a certificated teacher and/or service provider.
- Maintain the confidentiality of records and information related to students and parents.

- Administer first aid and CPR as necessary; respond to emergency situations to resolve immediate safety concerns.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Braille transcription and materials adaptation.
- Principles and techniques of reinforcing instruction.
- Basic child guidance and child development principles and behavior practices especially as they relate to students with visual impairments and other disabilities.
- Elementary and secondary level subjects taught in the District schools, including Mathematics, Science, English, or other core curricula.
- De-escalation and Safety Care techniques.
- Safety practices for school activities.
- Classroom procedures and appropriate student conduct.
- Age appropriate student activities.
- Advanced English usage, critical thinking, inference, and main ideas.

Ability to:

- Read and transcribe Braille.
- Provide and reinforce instruction to students with visual impairments and other disabilities as directed by a certificated teacher.
- Understand and follow oral and written directions.
- Meet the physical care and hygienic needs of students.
- Administer first aid and CPR as necessary.
- Perform multiple non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Adhere to safety practices.
- Utilize de-escalation and Safety Care protocols.
- Operate a variety of job-related equipment including a computer and assigned software.
- Maintain confidentiality of privileged and sensitive information and maintain accurate records.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Understand complex multi-step written and oral instructions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities

Education: High school diploma or equivalent. AA preferred.

Experience: Job-related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

- Safety Care Training (District designated)

DESIRABLE QUALIFICATIONS:

- Two (2) years of experience working with children and/or individuals with visual impairments.

- Training in Braille and assistive technologies to support students with visual impairment, necessary for successful job performance

WORKING CONDITIONS:

Environment: Indoor/outdoor/classroom work environment. Fast-paced environment with changing priorities.

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.

- Occasional lifting, carrying, pushing, and/or pulling.
- Occasional stooping, kneeling, crouching, running and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Hazards:

- Potential contact with students with physically aggressive behaviors.
- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.
- Potential contact with dissatisfied or hostile individuals.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint Clearance.
- State Mandated Training
- TB Clearance.
- Valid Adult/Child/Infant CPR/First Aid Certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.