

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EDUCATIONAL READER – VISUALLY IMPAIRED**

#### **BASIC FUNCTION:**

Under general supervision of an assigned supervisor, facilitates communication between visually impaired district staff and students, parents and the public by providing visual interpreting services and providing other assistance to the teacher of the instructional program in the classroom. Assists the certificated staff member visually in such areas as implementing lesson plans (activities which include reviewing the work of pupils under the direction of the classroom teacher), proctoring examinations and tests, serving as a scribe for instructional and school-based documents, participating in parent conferences, assisting with relevant records, and operating instructional equipment in the instructional setting.

#### **REPRESENTATIVE DUTIES:**

Inform the classroom teacher of students in need of special help and provide the assistance as directed by the teacher.

Explain to the visually-impaired teacher what students have displayed for their written work.

Scribe instructional and operational materials for the teacher.

Translate written documents for the teacher.

Assist with modeling instruction under the supervision and direction of the teacher.

Convey verbal cues to the teacher while he/she conducts instruction.

Assist with the preparation and operation of instructional equipment and supplies such as audio-visual equipment, computers, laboratory equipment, and other teaching materials.

Report unusual classroom problems to the teacher.

Interpret for visually-impaired teacher in interactions with parents, visiting guests, consultants and district staff during conferences, consultations, and meetings.

Prepare and maintain records and lists not required by law that are to be maintained by certificated personnel.

Attend staff meetings and staff development activities to support the visually-impaired teacher as required.

Assist staff in supervising students inside and outside the classroom as assigned and communicate student's behavior to the teacher.

Assist in monitoring classroom discipline in order to provide a positive learning environment.

Assist in behavior management and discipline among pupils on field trips and at school activities.

Report disciplinary problems and injuries to the teacher.

Assist students by providing proper examples, emotional support, and general guidance in the school setting.

Protect the health and safety of students by following District health and safety practices and procedures.

Perform other duties as assigned related to job description.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Extensive vocabulary, terminology and basic information in a variety of subjects.

Safe practices in classroom and school-related activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal relations skill using tact, patience, and courtesy.

District policies and regulations governing student conduct.

Appropriate measures for dealing with student misconduct.

Health and safety regulations as they relate to playground safety.

District-approved procedures and techniques involved in supervision and discipline of students.

Organization and management of a school setting.

Oral and written communication skills.

Student and personnel confidentiality laws.

### **ABILITY TO:**

Assist teacher in all academic subjects based on assignment.

Assist with instruction and related activities of the assigned learning environment.

Establish and maintain effective working relationships with all levels of staff, students, parents, and the public.

Provide spontaneous, accurate interpretation of all subject areas.

Understand and follow oral and written directions.  
Communicate effectively orally and in writing with children and adults.  
Work cooperatively and effectively with others.  
Maintain confidentiality.  
Print and write legibly.  
Enlist the support, interest, and participation of students.  
Learn and follow applicable rules, regulations, policies and procedures.  
Understand and follow oral and written directions.  
Analyze situations accurately and adopt an effective course of action.  
Assist and control behavior and activities of students in a variety of situations.  
Perform duties with patience, tact, and good judgment.  
Operate instructional and office equipment.

**EDUCATION AND EXPERIENCE:**

Graduation from high school diploma or high school equivalency and four years of experience working with children in a classroom setting. Associate's degree from an accredited college or university preferred.

**WORKING CONDITIONS:**

Elementary School environment; subject to noise, exposure to communicable diseases, walking long distances and climbing stairs; in an emergency, may be subject to physical intervention. Subject to exposure to communicable diseases.