

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**INSTRUCTIONAL AIDE – VISUALLY IMPAIRED**

**Purpose Statement:**

Under general supervision of an itinerant teacher, provides specialized assistance to students with vision impairments (VI); transcribes a wide variety of instructional materials into Braille or other form of media; performs a variety of routine clerical duties for the vision impaired instructional program.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Orients and provides instructional assistant to individuals or small groups of students with visual impairments.
- Assists itinerant and classroom teachers with the implementation of Individualized Education Programs (IEPs),
- Tutors individuals and small groups of students with visual impairments.
- Reinforces and explains teachers' lectures and instructions for completing assignments or projects.
- Transcribes a wide variety of instructional materials into appropriate media for students.
- Operates specialized equipment for visually impaired students.
- Assists students in locating and using educational materials, technology, and equipment.
- Monitors and reviews progress of students with itinerant teacher and ~~regular~~ classroom teachers.
- Assists teachers in the preparation of a variety of learning aids, and tutorial and instructional materials.
- Requests copies of student's records.
- Performs a variety of routine clerical duties such as typing, filing, sorting, duplicating, and logging and mailing information related to the VI program.

**Other Functions:**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications:****KNOWLEDGE OF:**

General elementary and high school academic subject areas such as math, science, and English;

English pronunciation and grammar;

Basic office methods, procedures and equipment including computers.

**ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Communicate effectively orally and in writing;

Operate specially adapted computers, augmentative communication devices and other specialized equipment used by students with visual impairments;

Tutor individuals and small groups;

Work effectively with students, teachers and staff;

Accept, understand and relate to vision impaired students;

Perform routine clerical duties such as record keeping, filing and mailing;

Quickly learn to operate software associated with the instructional program.

**Working Environment:****ENVIRONMENT:**

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties. Indoor, classroom or office environment.

Must have the ability to travel to and from school/work sites as job requires, and the ability to provide own transportation to and from school and meeting sites.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:****Education:**

In order to satisfy the paraprofessional requirements of the ESSA Act, applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;

- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

In addition to meeting the ESSA requirement for employment detailed above, applicants must have a combination of education, training and experience which would clearly demonstrate possession of the knowledge and abilities detailed above. A typical qualifying background would include completion of college level coursework in general academic subject areas such as math, science, and English. Possession of a Library of Congress Certificate as a Braille Specialist is highly desirable.

Experience:

Experience working in a school or other educational environment. Experience working with vision impaired individuals is highly desirable.

Equivalency:

A combination of education and/or experience equivalent to completion of college level coursework in general academic subject areas such as math, science, and English, and experience working in a school or other educational environment. Experience working with vision impaired individuals is highly desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License  
Library of Congress Certificate as a Braille Specialist is highly desirable.

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 038

**Personnel Commission Approved:** May 26, 2000

Revised: 12/2004, 12/2006, 02/2007, 12/2015, 07/2022, 05/2024; 06/2024