

CLASSIFIED JOB DESCRIPTION

**STUDENT ATTENDANT – VISUALLY IMPAIRED
STUDENT SUPPORT**

JOB SUMMARY:

Under the general supervision of an administrator and/or itinerant teacher, works closely with classroom teachers and specialists to provide specialized tutorial assistance for visually impaired (VI) students in general education and special education settings; supports the full implementation of student's Individualized Education Program (IEP); transcribes a wide variety of instructional materials into Braillewriter; employs other forms of instructional technology to achieve appropriate instructional modifications; and performs a variety of routine clerical duties for the VI students instructional program.

ESSENTIAL JOB FUNCTIONS:

- Orients and provides instructional assistance to individuals or small groups of VI students served in general education and special education settings for:
 - Support to complete assignments and projects.
 - Access to specialized equipment and instructional materials.
 - Reinforcing and explaining teacher instruction.
- Assists itinerant and classroom teachers with the implementation of IEPs.
- Assists teachers in preparing instructional materials by transcription and transliteration of a wide variety of instructional materials into appropriate media for students using Braillewriter, copy machines, computers, augmentative communication devices, and other technology.
- Performs a variety of clerical tasks such as typing, copying, filing, sorting, data collection, and mailing.
- Provides own transportation to and from school and service sites.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or GED required. Preferably supplemented by two years of college course work in child development specialization or equivalent.
- Demonstration of high school proficiency in the areas of reading, writing, and mathematics. Applicants must pass a proficiency examination before they can be considered for a Student Attendant position.
- Knowledge of instructional/tutorial procedures for students, especially as they relate to students with visual impairments; correct English language pronunciation, grammar, spelling, and usage; basic office procedures and equipment, including computers, scanners, and fax machines; operation of specialized equipment used by VI students, including specially adapted computers, augmentative communication devices, and enlargement projectors.
- Ability to translate English into Braille using Braille/English transliteration; perform a variety of tasks in support of VI students; understand and carry out oral and written instructions;

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and exercise patience and tact when working with students with special needs.

- Must be proficient and literate to support contracted Braille instruction from second grade through sixth grade.
- Experience working with students with special needs preferred.
- Certification for Braille instruction from the National Federation for the Blind is preferred.

Classified Salary Schedule: Range 21
BOARD APPROVED: 05/10/11
REVISION DATES: 09/13/11
07/01/15
07/18/23
08/09/2023