CLASS TITLE: INSTRUCTIONAL ASSISTANT, VISUALLY IMPAIRED

DEFINITION: Under general supervision and evaluation by the site administrator, performs work of moderate difficulty in providing specialized instructional support services in various K-12 programs for visually impaired students; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Provide mainstream support for students by note-taking and interpreting information from an overhead projector or the blackboard for students who are visually impaired
- Copy and enlarge materials for visually impaired students
- Adapt instructional materials for visually impaired students
- Obtain assignments and materials from general education teachers for adaptation for the visually impaired students
- Maintain and prepare records and performs clerical duties related to the visually impaired program
- May be required to travel from location to location
- Assists in the monitoring and proper functioning of equipment designed to assist or accommodate students' vision
- Assists with the instruction and supervision of students in school and community settings

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to: high school diploma and one year experience working with students or the completion of one year of college-level coursework in a field related to the particular assignment. Successful completion of the Instructional Assistant Proficiency Examination and/or hold appropriate certification for the position. Commitment to complete required training courses or in-services within the first six months of being hired/promoted.

Knowledge of:

- The appropriate subject matter, program and special instructional or communication procedures for students with visual impairments
- Correct English usage, spelling, grammar, punctuation and mathematics
- General classroom procedures, practices and equipment
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Applying special instructional or communication procedures
- Following oral and written directions
- Communicating clearly both orally and in writing

- Establishing and maintaining cooperative working relationships with school staff, students and parents
- Reading, writing and arithmetic
- Keeping school and student matters confidential

Ability to:

- Perform the duties of the position with or without accommodation

Licenses:

- A valid California Driver's License may be required.

Certificates and Other Requirements:

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Current verification in cardiopulmonary resuscitation (CPR) and First Aid required every two (2) years.

Physical Abilities:

Seeing to monitor students during classroom activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; walking, reaching, holding with arms, bending at the waist, crouching and squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs, lifting up to 25 pounds or equivalent in lifting students.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 400
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 5/27/03
Board Revision: 6/22/15