

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

PARA EDUCATOR – VISUALLY IMPAIRED

DEFINITION:

Under general supervision of the Principal or designee, the Para Educator of Visually Impaired is responsible to assist teachers with the preparation of classroom and teaching materials for visually impaired students; to assist with the instruction and supervision of students; and perform other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Principal or designee

SUPERVISION OVER:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Services

- Provide practice opportunities for students in the areas of visual impairment as determined by the students' IEPs in one-on-one, small group and/or classroom settings.
- Serve students who may have other areas of need including severe medical, physical and behavioral disabilities in addition to speech and language impairment.
- Follow detailed plans, practices and procedures as directed by the assigned teacher.
- Document student progress toward meeting established objectives and report the information to the assigned teacher.
- Implement appropriate behavior interventions, including de-escalation techniques;
- Assists in using and preparing a variety of adaptive equipment and mobility programs following the instruction of the assigned teacher.
- Provides assistance to students in the use of augmentative communication.
- Prepares copies of tests, study materials, textbooks, charts, and others instructional materials for visually impaired students.
- Communicates with vendors and others to arrange for purchase, delivery, and loan of learning materials as assigned.
- Maintains, orders, receives and distributes a variety of books and instructional materials for the visually impaired.
- Travels to various sites to distribute various materials and services to students.

Record Keeping:

- Assists the assigned teacher in maintaining accurate records and reports.
- Prepares and maintains student files and records.
- Records progress towards Individualized Education Plan (IEP) goals and behavior management.
- Files records and student accident reports.
- Prepare and assist in ordering materials and equipment for the visually impaired.
- Assists the assigned teacher with daily and weekly lesson/work plans and follow-through.
- Provides assigned teacher with input for student services.

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Classified Job Description

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- Perform copying and complete purchase requisitions.

Staff Assistance/Interaction

- Assists the assigned teacher in implementing IEP goals; discusses IEP goals and plans with other staff to maintain consistency; assists and provides the instructional team with new ideas for student goals.
- Support for AAC systems will include modification and customization of high-, medium, and low-tech systems, procurement of low-tech communication books and boards, training staff in the operational features and use of AAC materials and devices, maintenance checks and repairs of equipment, and inventory updates of equipment.
- Accompany students to and from a session.
- Follows daily instructional schedule.
- Assists in training support staff and substitutes.
- Assists in the preparation of all necessary materials for lessons and conducts one-on-one and small group instruction in academic areas.

Health and Safety

- Maintains a safe and healthy classroom environment; disinfects equipment and materials; keeps toxins and medications out of reach and in a safe location.
- Uses safety procedures in operating wheelchairs and other equipment.
- Inspects equipment and monitors for minor repairs and preventative maintenance as needed.
- Administers first aid and CPR if necessary.
- Performs student health checks for signs of illness, monitors students who may have chronic conditions requiring administration of medication.
- Performs specialized physical health care services in accordance with the Education Code if trained.
- Communicates with donation organizations.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Possession of forty-eight (48) units of college coursework, an A.A. degree, or pass a proficiency test.
- Experience in the use of instructional technology pertaining to the visually impaired and working with children in an educational setting is highly desirable.

Knowledge of:

- Non-violent crisis intervention.
- Knowledge of general areas of need of students with speech and language impairment, and behavior management techniques.
- Safe practices in classroom and playground activities.

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- Instructional methods and techniques.
- Basic record-keeping and filing techniques.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Operate a thermoform copier, enlarger copy machines, computers and use other program related technology to effectively and efficiently prepare printed materials for visual impaired students.
- Performs minor VI equipment repairs/troubleshoot.
- Follow detailed plans, practices and procedures as provided by the Speech and Language Therapist.
- Read and understand instructions, teaching manuals, and/or guides.
- Communicate effectively in both oral and written forms.
- Supervise students.
- Work independently and make decisions within the framework of established guidelines.
- Adapt to individual needs of students and work with interruptions.
- Works collaboratively with team members to meet the needs of students.
- Respond quickly and appropriately to emergency situations.
- Understand and maintain confidentiality.
- Perform general clerical duties including record keeping and filing.
- Use basic signing skills desirable in some programs for nonverbal students.
- Be trained in current specialized health care procedures.
- Assist students in the use of technology in the classroom.
- Establish and maintain effective inter-personal relationships with students, staff and families.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

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Work Environment:

Employees in this position will be required to work in a school facility supporting students with special needs, with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California C Driver's License with proof of automobile liability insurance.
- Crisis Prevention Intervention (CPI) or equivalent Certificate
- First Aid and CPR Certificate

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: D

Approval Date: September 17, 2025