

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR–SPECIAL EDUCATION, VISUALLY IMPAIRED

BASIC FUNCTION:

Under the direction of the Program Manager, assist a certificated teacher in reinforcing instruction related to the educational needs of visually impaired students; assist in the preparation of instructional materials and provide routine clerical support.

ESSENTIAL FUNCTIONS:

Assist a certificated teacher in reinforcing instruction related to the education needs of visually impaired students; assist in the presentation of materials and lessons to students in an individual or group setting; oversee the performance and behavior of students as assigned.

Perform a variety of clerical duties such as typing, word processing, scanning, duplicating, enlarging and ordering materials; assist in filing, organizing and tracking various materials and inventory related to the District Visually Impaired program; assure paperwork is sent to appropriate doctors.

Prepare and maintain records and reports related to student enrollment, performance and behavior, teacher activity and other student related issues.

Assist certificated personnel with grading tests and modification of lesson plans; maintain confidentiality regarding student related issues.

Attend and participate in staff meetings, in-services and conferences as needed.

Assist and interact with students using Braille and related materials; adapt materials to Braille or tactile format as appropriate; record print materials onto tape for student use; foster independence of visually impaired students.

Assist children in the recognition of words essential to survival, including phone numbers, names and home addresses; provide self-help training in removing and hanging up jackets, zipping and buttoning clothing, grooming, brushing teeth, toilet training and changing diapers, and other hygiene related tasks; assist children with learning to prepare simple food dishes, self-feeding, developing good eating habits and maintaining a clean kitchen as assigned.

Operate standard office and classroom equipment, including a computer, copier, scanner and enlarger; drive a vehicle to various sites to conduct work as assigned by the position.

Distribute and assist children with medications according to prescribed procedures; assist children with tube feedings, seizures and other medical issues as assigned; lift and carry students as necessary; push students in wheelchair.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Basic Braille.

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

Medical procedures associated in working with students with special health care needs.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment, including a computer.

Proper lifting techniques.

ABILITY TO:

Assist in reinforcing instruction related to the educational needs of visually impaired students.

Perform a variety of clerical and record-keeping duties.

Learn to transcribe Braille and access devices for visually impaired students.

Understand and relate to the needs of visually impaired students.

Learn child guidance principles and practices related to visually impaired students.

Learn Braille transcription techniques.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Maintain routine records and files.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate standard office and classroom equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

See to read a variety of materials and monitor student activities.

Hear and speak to exchange information.

Reach overhead, above the shoulders and horizontally.

Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school, basic experience in Braille transcription including experience working with children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

NCLB Paraeducator requirement can be met by completion of ONE of the following:

- EGUSD No Child Left Behind Paraeducator Certificate
- California Basic Educational Skills Test (CBEST)
- Completion of two years college (48 semester units) or A.A. degree (or higher)

Valid California driver's license.

Floor-lift 50 pounds and arm-lift 50 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom, office, and playground environment.

Driving a vehicle to conduct work.

HAZARDS:

Abusive and potentially harmful outbursts from students.

Driving a vehicle in adverse weather conditions.