

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: PARAEDUCATOR V-VISUALLY IMPAIRED****BASIC FUNCTION:**

Under the direction of an administrator, assist a teacher for students with visual impairments (TVI) to provide academic support and assist visually impaired students in reading Braille and in a general and/or special education classroom or other learning environment; to transcribe and translate instructional materials to Braille.

ESSENTIAL DUTIES:

- Assist visually impaired students in reading Braille and developing academic abilities to enable students to function effectively in an academic environment.
- Support TVI to transcribe, translate and modify instructional materials to Braille.
- Interprets and translates for assigned visually impaired students at extracurricular activities/events.
- Reinforce instruction and learning activities for individual or small groups of students reinforcing instruction and learning activities as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.
- Facilitate communication between student and teacher.
- Assist in the preparation of instructional materials and implementation of lesson plans, instructional exercises, Individual Education Plan (IEP), 504 Plan and/or Behavior Intervention Plan (BIP).
- Assist in shaping appropriate student behavior through positive reinforcement and other strategies; may assist in the collection and charting of student data.
- May assist in supporting the site character development plan.
- Perform a variety of clerical duties in support of classroom activities such as preparing, word processing, and filing instructional materials; maintain a variety of student notebooks, logs and files, including confidential student records, charts and other related information.
- Assist students in completing assignments and projects; explain and clarify instructional concepts; support student understanding of classroom rules and procedures.
- Assist in administering various test/assessment components.
- Assist students in the operation of a variety of instructional technology.
- May assist in the requisition, distribution and maintenance of appropriate inventory of textbooks, instructional materials, supplies, and equipment.
- May assist students with personal hygiene, feeding, toileting, diapering and changing; may include suctioning and catheterization under the direction of a District health professional.
- Assist students with performing and developing self-help, social and independent living skills.
- Perform specialized instructional assistance in areas of related service including, but not limited to: adaptive physical education, speech and language, and/or occupational therapy.
- Assist in loading and unloading students on and off vehicles; assist with securing safety harnesses; push students in wheelchairs; lift, move or position student's in and out of orthopedic equipment.
- Assist with student supervision.
- Attend and participate in staff meetings and in-service training.

OTHER DUTIES:

Other duties as assigned.

KNOWLEDGE/ABILITIES:

Basic concepts of child growth and development, developmental behavior characteristics.
Basic subjects taught in all content areas.
Student behavior management strategies and techniques.
Basic instructional methods and techniques.
Applicable Education laws, codes, rules and regulations.
Social, behavioral, and academic needs of students with special learning needs.
Demonstrate a patient, receptive, and empathetic attitude towards students.
Maintain records and confidentiality of student information.
Assist students with feeding, dressing, toileting, diapering and grooming.
District organization, operations, regulations, policies and objectives related to position.
Communicate effectively both orally and in writing.
Operation of a variety of office equipment including a computer and software.
Assist with instruction and related activities in a classroom or learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Assist in the preparation of instructional materials and implementation of lesson plans.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Monitor student behavior according to approved policies and procedures.
Observe health and safety regulations.
Explain and interpret assignment directions to students.
Meet schedules and timelines.
Maintain records and confidentiality of student information.
Perform accurate mathematical calculations.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and sufficient training or coursework in Braille terminology and usage and subject matter areas applicable to the education of the visually impaired.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Hear and speak to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
See to read a variety of materials.
Lift, carry, push or pull moderately heavy objects.
Sit and stand for extended periods of time.
Reach overhead, above the shoulders and horizontally