



PARAEDUCATOR (VISION ASSISTANT)

Classification: Vision Assistant

Location: Assigned School(s)

Reports to: Director of Special Services

FLSA Status: Non-Exempt

Employee Group: EAP

This is a standard position description for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to this position may or may not perform all the essential functions indicated in this description.

This job description does not constitute an employment agreement between the district and the employee and is subject to change as the district's needs and position requirements change.

Part I: Position Summary

Under the direction of the teacher, this position is responsible for translating ink print into braille and braille into ink print for students in need of vision assistance, as well as for other responsibilities assigned by the teacher.

Part II: Supervision and Controls over the Work

The paraeducator works under the overall supervision of the director of special services and the day-to-day direction of the staff member being supported and the principal or principal designee. The director and the special education teacher provide training, direction, and guidance governing the performance of duties. Paraeducators are responsible for being familiar with the school/district policies and procedures that govern their work.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Data is entered into a computer to produce worksheets for students, from ink print to braille. Under the direction of the teacher, assists with coloring in projects, assists student(s) in creating braille, and assists in tracking methods in preparation for reading braille, including spatial orientation, tactile, and small motor training.
2. Accurately translates students' work from braille into ink print for grading and progress reporting purposes.
3. Under the teacher's direction, prepare special tools such as maps, science projects, and art projects into tactile materials for the students' use. Follow the teacher's goals for each

student and use creativity and knowledge of the student's ability to create a tool that is best matched to the appropriate developmental level.

4. Collaborates with other staff members to plan and coordinate projects and ensure the quality of tasks and assignments. Communicates with the vision teacher regarding specific problems or situations that need resolution or changes.
5. Meets daily deadlines in preparation of homework or worksheets.
6. Maintains confidentiality in matters of student records, medical records, classroom issues, and interaction with families and the public.
7. May assist students with personal hygiene and mealtimes.

Perform other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. An associate degree, two years (72 credits) of post-high school education or passing the written Educational Testing Service competency examination.
4. Following WAC 181.82.130 Braille Instruction, the employee must demonstrate competency by:
 - Successful completion of the National Certification in Unified English Braille (NCUEB) assessment from the National Blindness Professional Certification Board; or
 - Successful completion of Library of Congress certification in Braille transcription; or
 - Successful completion of the Braille competency test developed at Washington State School for the Blind; or
 - Successful completion of any other test approved for use by the professional educator standards board; or
 - Successfully pass the testing requirement listed above within one year of employment.
 - And, the employee must continue to hold current certification during employment.
5. You may be required to be certified or to become certified in first aid, CPR, and defibrillator operation.

6. Ability to work in an environment with frequent interruptions and changing tasks and priorities.
7. Ability to assist, console, and manage students who may be emotional, distraught, or frustrated.
8. Ability to remain calm, focused, and in control when working with students, parents, guardians, and community members who may be challenging to engage.
9. Ability to follow written and verbal directions, seek clarity, and take necessary action.
10. Constantly exhibit command and proper annunciation, spelling, syntax, and use of the English language to assist and model proper language usage by students.
11. Ability to organize work and set priorities for accomplishing work in a timely and effective manner.
12. Ability to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
13. Ability to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
14. Ability to communicate effectively verbally and in writing.
15. Skill using office and computer equipment, standard office software, and student information system software.

Part V: Desired Qualifications

1. Experience demonstrating the ability to work successfully with children in a learning environment.
2. Bilingual skills in a common language to the district.



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Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and move 25 to 50 pounds. The employee must be able to restrain students when necessary for their safety or the safety of others.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious diseases carried by students and to student and learning resource noise levels.

The employee may be required to travel on school-owned or leased vehicles while supervising and assisting students.