



## **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 to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

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

### **Part I: Position Summary**

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

### **Part II: Supervision and Controls over the Work**

Works under the overall supervision of the director 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 provides training, direction, and guidance governing the performance of duties. Paraeducators are responsible for being familiar with the school/district policies and procedures which govern their work.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Enters data into computer to produce worksheets for students from ink print into braille. Under direction of the teacher, assists with coloring in projects, assists student(s) in creating braille, assists in tracking methods in preparation for reading braille including spatial orientation, tactile, and small motor training.
2. Accurately translates student's work from braille into ink print for grading and progress reporting purposes.
3. Under the direction of the teacher, prepares special tools such as maps, science projects, and art projects into tactile materials for the student's use. Follows the goals of the teacher for each student, and uses creativity and knowledge of the student's ability to create a tool that is best matched to the appropriate developmental level.

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4. Works collaboratively with other staff members to plan and coordinate projects and ensure quality of tasks and assignments. Communicates with vision teacher regarding specific problems or situations that may 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, 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 engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Associate's degree or two years (72 credits) of post-high school education, or successfully passing the written Educational Testing Service competency examination.
4. Current Washington State Braille Translator Certificate or completed educational preparation qualifying for the employee to obtain such certificate or any alternative certificate approved by the state board of education.
5. May be required to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
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 difficult and challenging to engage.
9. Ability to follow written and verbal direction and take the initiative to seek clarity and take action when needed.
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 in the use of office and computer equipment, standard office software, and student information system software.

**Part V: Desired Qualifications**

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

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential 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/or 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 the course of their duties.

The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.

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