CHICO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL PARAPROFESSIONAL SPECIALIZED-VISUALLY IMPAIRED

DEFINITION
Under general supervision of assigned management employee, assists certificated staff in providing specialized assistance to visually impaired and blind students who may also possess additional disabilities, by adapting instructional curricula into alternative formats such as Braille, large print, tactile graphics, and aural media. Promote a climate for student independence, teacher/student interaction, classroom socialization, and equal opportunities for full inclusion of classroom experience.

SUPERVISION RECEIVED AND EXERCISED:
Received general supervision from management or the assigned certificated supervisor.

ESSENTIAL DUTIES: (May include, but is not limited to the following.)
- Assist in planning and implementing learning experiences for students.
- Provides instructional assistance and tutoring for visually impaired students in reading, writing, and Nemeth Math Code; assist students in note taking with the use of special equipment as required.
- Utilizes and assists in the use of specialized computers, software, and other Braille devices to transcribe instructional materials into Braille for use by visually impaired students. Adapts print materials specific to individual need.
- Adheres to techniques, standards, and guidelines established by the Braille Authority of North America.
- Assists students in the use of a variety of supplementary instructional materials, including large print, tactile illustrations, low vision, and aural media aids using specialized equipment.
- Provide physical and/or mobility assistance to special needs students, as needed.
- Prepares and creates reports, as directed.
- Perform related duties as directed by supervisor or classroom teacher.

QUALIFICATIONS:
Knowledge of:
- Proper childcare techniques.
- Techniques and methods of child supervision.
- Cultural and physical differences and needs of children in assigned program.
- College-level English and math with the ability to translate into Braille code.
- Modern office methods, practices, procedures, and equipment.

Ability to:
- Learn growth and development principles of children.
- Patiently and effectively work with students of differing backgrounds.
- Learn basic first aid and safety requirements.
- Physically perform job tasks.
- Communicate clearly and concisely, both orally and in writing.
- Successfully complete the appropriate Braille Codes & Calculations certification course as designated by District.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Participate as a contributing member of the educational team.
EXPERIENCE AND TRAINING GUIDELINES:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:**
- Some experience working in an organized education or child care setting.

**Training:**
- Equivalent to the completion of the twelfth grade.
- Supplemental specialized training in child development, education, or a related field is desirable.

**License/Certificate:**
- Pass the District Competency Test for Instructional Assistants/Paraprofessionals.
- Successfully complete Braille certification course by the 5th month of the probationary period.
- May require current Standard First Aid and CPR certification.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*
- Please refer to the [Job Analysis](#).