

**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**

- Receives general supervision from management or the assigned certificated supervisor.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Assist in planning and implementing learning experiences for students.
- Provide 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.
- Utilize and assist in the use of specialized computers, software, and other Braille devices to transcribe instructional materials into Braille for use by visually impaired students.
- Adapt print materials specific to individual needs.
- Adhere to techniques, standards, and guidelines established by the Braille Authority of North America.
- Assist 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.
- Prepare and create reports, as directed.
- Perform related duties as directed by supervisor or classroom teacher.

**JOB RELATED AND ESSENTIAL 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.

**Skill to:**

- Operate equipment used as education aids;
- Operate modern office equipment;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Read, write and understand the English language;
- Communicate clearly and concisely, both orally and in writing.

**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, maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
- Participate as a contributing member of the educational team.

### **EXPERIENCE, EDUCATION, 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 childcare setting.

#### **Training:**

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

### **SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

#### **License and Certificate Requirement:**

- Pass the District competency test for Instructional Assistants/Paraprofessionals.
- Successfully complete Braille certification course by the 5<sup>th</sup> month of the probationary period.
- May require current First Aid and CPR certification.

### **PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the [Job Analysis](#).