

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Paraprofessional (Visual Impairment) **REPORTS TO:** Assigned Supervisor

DEPARTMENT: School Site **CLASSIFICATION:** Classified

FLSA: Non-Exempt **WORK YEAR:** Varies

BOARD APPROVAL: December 6, 2023 **SALARY:** G-28/CSEA 125 Salary Schedule

(Former Classification: Paraprofessional (Visually Impaired))

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in instructing students with visual impairment in reading Braille and learning daily living skills; transcribe written materials into Braille or large print in a reasonable, timely manner to meet the needs of the students, staff, and sites.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Tutor and provide instruction as needed to individual or groups of students with visual impairment as directed by the teacher to demonstrate the ability and desire to educate student at a high level; monitor and collect data on lessons and progress, practices, and related activities. *E*

Assist with meeting the IEP goals of students; observe and monitor behavior of students according to approved procedures; report progress regarding student performance and behavior to implement practices proven to raise student achievement. *E*

Assist students with personal hygiene; wash hands and faces; toilet students and change diapers and clothing. *E*

Observe strict confidentiality regarding student information. *E*

Modify instructional materials to facilitate learning and provide students access to professional learning options and activities; enlarge materials; take notes; transcribe written materials into Braille or large print for instructional classroom use. *E*

Assist students in moving to restrooms and other areas on campus in a reasonable, timely manner to promote a safe learning environment; assist students during other school related activities as needed including assemblies, field trips and co-curricular activities. *E*

Interpret or assist students with visual impairment in communicating with counselors,

teachers, and administrators to establish collaborative relationships to support the students in achieving their personal best. *E*

Operate a Braille and other specialized equipment utilized in teaching students with visual impairment. *E*

Perform routine clerical duties in support of classroom activities such as copying and filing instructional materials. *E*

Prepare students with visual impairment for General Education environments according to established procedures to demonstrate the character and competencies for student success. *E*

Participate in meetings, conferences and in-service training programs as assigned to assist the teacher in providing high quality education to students with special education services. *E*

Assist the instructor as directed in developing and implementing programs for individual students to provide professional learning options and activities.

Perform other related duties as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and hold 48 college units or Every Student Succeeds Act (ESSA) compliant; prefer one year of experience in working with students with visual impairment in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

CPR/First Aid required.

CPI Training is required within the first six months of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices, especially as they relate to students with visual impairment.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading. Safe practices in classroom activities.

Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Concerns and problems associated with students with visual impairment.

Braille.

Basic computer skills.

ABILITY TO:

Assist with the instructional and related activities of a special education learning environment.

Understand the exceptional needs of students with visual impairment.

Learn the procedures, functions and limitations of assigned duties.

Operate a Braille and other specialized equipment utilized in teaching students with visual impairment.

Make arithmetic calculations quickly and accurately.

Communicate, understand and follow both oral and written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Work confidentially with discretion.

Monitor, observe and report student behavior.

Learn new or updated skills or computer systems/software programs to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and other learning environments; potential exposure to and contact with bloodborne pathogens; contact with dissatisfied individuals.

May be subject to students who are physically and verbally aggressive and may come into contact with bodily fluids (i.e., phlegm, urine & feces).

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to monitor students, hearing and speaking to communicate with students and instructors; dexterity to operate office and instructional equipment; reaching overhead, above the shoulders and horizontally, bending at the waist; kneeling or crouching; standing and walking for extended periods of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions