

**FRESNO UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Paraprofessional (Visually Impaired)	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-23/CSEA 125 Salary Schedule

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**(Former Classification: Instructional Assistant- Special Education (VH))**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist in instructing visually impaired students 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 small groups of visually impaired students as directed by the teacher to demonstrate the ability and desire to educate student at a high level. *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 visually impaired students 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 visually impaired students. *E*

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

Prepare visually impaired students for mainstream classes 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 special need students. *E*

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

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and hold 48 college units or No Child Left Behind (NCLB) compliant; prefer one year of experience in working with visually impaired school-age children in an organized setting.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices, especially as they relate to visually impaired students.  
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 visually impaired students.  
Braille.  
Basic computer skills.

**ABILITY TO:**

Assist with the instructional and related activities of a special education learning environment.  
Understand the exceptional needs of visually impaired students.  
Learn the procedures, functions and limitation of assigned duties.  
Operate a Braille and other specialized equipment utilized in teaching visually impaired students.  
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.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate braille transcription equipment; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and transcribe various materials; reaching overhead, above the shoulders and horizontally; kneeling or crouching or bending at the waist to assist students; standing for extended periods of time.

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

***E= Essential Functions***