

RESOURCE ASSISTANT FOR STUDENTS WITH VISUAL DISABILITIES

DEFINITION

Assists a teacher in the development and presentation of educational materials for students with visual disabilities; tutors students in basic skills, computers, use of adaptive equipment, and other assigned Career Technical Education (CTE) areas; reads instructional materials to blind students; and tapes records, reproduces, duplicates, or enlarges instructional materials for students with low vision.

TYPICAL DUTIES

Assists a Career Technical Education teacher in developing a variety of instructional materials by researching, extracting, or rephrasing portions from textbooks and other classroom instructional sources.

Tutors and assists students, individually or in a group, in basic educational areas, Career Technical Education, and in the use of computers and related software.

Determines what problems are being encountered by aides, students, and classroom teachers, and recommends solutions to the disability support services program teacher advisor.

Copies, enlarges, records, and types classroom and tutoring materials for students with low vision.

Administers diagnostic and assessment tests to students with visual disabilities; scores and corrects tests; and discusses results with students and the disability support services program teacher advisor.

May install specialized software and peripheral devices related to adaptive equipment.

Provides administrative support to the disability support services program teacher advisor by performing duties such as preparing reports, completing forms, composing and typing correspondence, and filing.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Resource Assistant for Students with Visual Disabilities assists Career Technical Education teachers in developing educational materials by typing, reproducing, or enlarging course materials; tutoring students; and reading materials to blind students.

A Special Education Assistant assists teachers in the presentation and positive reinforcement of instructional materials and cares for the physical needs of students with disabilities.

An Instructional Aide (Braille) reinforces instruction in subject matter, including braille, presented by a teacher, and prepares braille and large-print instructional materials for visually impaired students by operating specialized equipment. The work requires knowledge of the braille system.

SUPERVISION

Supervision is received from a Career Technical Education classroom teacher or the disability support services program teacher advisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Use of computer applications, adaptive equipment and software, computers, and duplicating/enlarging equipment
Formats, punctuation, spacing, and rules used in basic typing
Special needs of students with visual disabilities

Ability to:

Speak English distinctly using correct grammar
Give clear and precise oral instructions to students with visual disabilities
Train students with visual disabilities in a variety of Career Technical Education areas, including the use of computers and related software
Interact effectively with students, teachers, administrators, and potential employers of students
Select appropriate materials for tutoring students with visual disabilities
Facilitate on-campus mobility activities
Establish and maintain accurate records and files

Special Physical Requirement:

Visual acuity to be able to read fine print

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university,

OR

Possession of an associate or higher degree, from a recognized college or university

OR

Receipt of a passing score on the Instructional Assistance Test.

Experience:

One year of experience as a classroom aide. Verifiable, supervised experience as a volunteer or a student teacher in a school for the blind may be substituted for the required experience on an equal-time basis. A teaching credential or graduation from a recognized college or university with a major in education; or a behavioral science may be substituted for the required experience.

Special:

All positions require the ability to type accurately.

Ability to communicate in a language in addition to English may be required for some positions.

Willingness to work flexible hours and multiple site assignments.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised

06-14-18

SD