

Definition:

Under the direction of the certificated Teacher of Visually Impaired (VI) students and/or Orientation and Mobility (O & M) instructor, and under the supervision of the program administrator, is a member of an instructional team and is directly involved with teaching children with special needs.

Distinguishing Characteristics:

VI Para Educators work with itinerant VI and O & M teachers, either on general education campuses or at designated centers, that serve students with visual disabilities, as indicated on their Individual Education Program documents.

Job Duties:

The following tasks are categorized by essential and non-essential for this position. Incumbents in this classification may perform some or all of these tasks, or may perform similar, related tasks not listed here.

Essential Job Duties:

1. Assist the VI and General Education teachers with educational activities in the special education and general education classrooms.
2. Assist the VI and General Education teachers with positive behavioral supports for visually impaired students in the classroom.
3. Under guidance of the VI and O & M teachers, assist students in the use of adaptive devices such as abacus, computer adaptation devices and software, long cane, low vision telescopic and other O & M devices, etc.
4. May have specific instructional and management responsibility for students, including providing individual support for visually impaired students in general education settings.
5. Assist with the development, and preparation of appropriate learning materials to facilitate goals and objectives for VI and O & M students, including sound recording, tactile formats, print enlargement or enhancement, typing, duplicating, and assembling.
6. Assist students with safe movement and self-help skills within the school setting.
7. Assist in community lessons, including those that involve O & M lessons where two educators are required for safety purposes.
8. Perform other related duties, as assigned.

Non-Essential Job Duties:

1. Maintain records of assessment, attendance and/or other paperwork (documents), as required.
2. Operate computer, audiovisual equipment, assistive technology, and other necessary learning equipment.
3. Process and maintain confidential files, as required by State and Federal law.
4. Coordinate meetings with other staff, parents, and outside support agencies.
5. Assist with preparation of student testing materials.
6. Monitor supplies and materials for VI and O & M teacher use, order or arrange for borrowing as needed.
7. Assist the VI teacher with establishing and maintaining a safe and supportive classroom environment.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Appropriate techniques in interacting successfully with children needing various academic and/or behavior interventions.
- Basic math, simple record keeping.
- English usage, spelling, grammar and punctuation.
- Computer and computer keyboarding.
- Child abuse laws and procedures.

Skill and Ability to:

- Relate effectively to and demonstrate receptive attitude toward children with exceptional needs.
- Follow explicitly the directions of the VI and O & M teachers.
- Exercise good judgment in emergency situations.
- Work amicably and communicate effectively with staff and parents.
- Maintain flexibility, such as changes in staff or individual student programs.
- Maintain professional confidentiality.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- High school diploma or equivalent and a minimum of six college units in such areas as child behavior, child growth and development, health, learning disabilities, education or psychology are required.
- Two years relevant experience in a special education classroom may be substituted for college units.
- One year of experience working with children in a structured environment, preferably including work with children who have exceptional needs, is required.

Required specialized training (such as Non-Violent Crisis Intervention, CPR, and first aid) will be provided and/or verified by the Lancaster School District at no cost to the applicant.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires lifting, pushing and/or pulling which does not exceed 50 pounds and is an occasional aspect of the job.
- Is subject to environmental conditions indoors and outdoors (wind, dust, and extreme temperatures), including walking on uneven ground.
- May require walking up to one mile during O & M lessons.
- Is subject to excessive noise.
- May be required to take and pass a physical examination.
- May require working with bio-hazards (bloodborne pathogens, human waste, etc.).

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending (neck)		X	
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier			X
Computer		X	
FAX Machine	X		