

## ORANGE UNIFIED SCHOOL DISTRICT

### **INSTRUCTIONAL ASSISTANT/TRANSCRIBER/VISUALLY IMPAIRED**

#### **DEFINITION**

Under the direction of a site administrator, assist visually impaired students in reading Braille and developing academic abilities to enable students to function effectively in a standard classroom situation.

#### **REPRESENTATIVE DUTIES**

- Assist visually impaired students in reading Braille and developing academic abilities to enable students to function effectively in a standard classroom environment.
- Transcribe written classroom and homework materials into Braille; modify instructional materials to facilitate learning for blind and visually impaired students in a classroom.
- Tutor and provide instruction as needed to individual or small groups of visually impaired students as directed by the teacher.
- Transcribe student's work from Braille to print for parents and teachers.
- Prepare visually impaired students for mainstream classes according to established procedures; assist students in mainstream classrooms as necessary.
- Assist students in developing coordination during physical education using a variety of methods, including jumping rope, basketball, running, skipping and bending.
- Assist students with Braille translating equipment; proofread and correct material.
- Participate and assist in a variety of projects and programs, including video programs, storytelling, crafts and food projects.
- Operate a variety of classroom and specialized equipment, including a computer (Perkins Braille), Braille transcribing software, copier and other equipment.
- Assist students in identifying and using money in making purchases and counting change.
- Assist students during other school-related activities as needed including field trips; assist students in getting on and off the bus.
- Monitor lunch and recess periods as required.
- Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Child guidance principles and practices, especially as they relate to blind and visually impaired students.
- Braille terminology and usage.
- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Concerns and problems associated with blind and visually impaired students.
- Health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communications skills.
- Safe working methods and procedures.

ORANGE UNIFIED SCHOOL DISTRICT

**INST. ASSIST./TRANSCRIBER/VISUALLY IMPAIRED**

**Ability to:**

- Transcribe Braille to print and print to Braille.
- Assist with the instructional and related activities of a special education learning environment.
- Understand the special needs of blind and visually impaired students.
- Operate a computer and other specialized equipment utilized in teaching blind and visually impaired students.
- Communicate effectively both orally and in writing.
- Develop and maintain effective relationships with students.
- Maintain a healthy and safe environment.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written directions.
- Exchange information.
- Monitor and observe students.

**PHYSICAL DEMANDS**

This position classification performs light work that involves sitting a portion of the time, may require lifting approximately fifty (50) pounds or more on occasion (e.g. lifting of students and equipment to implement toileting procedures or movement of student to/from wheelchair, stander, walker, etc), pushing and/or pulling of objects, and walking and standing for extended periods.

**EXPERIENCE AND EDUCATION**

Graduation from high school or its equivalent.

Highly desirable: One year experience working with visually handicapped children.