

Example Job Description: School Para-Educator of Students with Visual Impairments

This document is intended to provide general guidelines on the roles and responsibilities of a school district paraeducator for students with visual impairment, including students who are deafblind and have other additional disabilities. It may be used as a template for administrative units to develop their own position description.

Position Title: School Paraeducator for Students with Visual Impairment

Supervised By: Certified Teacher of Students with Visual Impairments or Administrator

Position Summary: This position is responsible for providing support to the district's Program for Students with Visual Impairment, including students who are visually impaired and teachers certified to work with students with visual impairments (TVI).

Primary Responsibilities (To be acquired within a reasonable timeframe):

- Reinforces skills through activities with students who have visual impairments in classrooms, one-to-one, and/or small groups under the direction and supervision of a TVI.
- Demonstrates basic knowledge and skill of human guide and instructional technology / tools used by students with visual impairment, including low vision devices, abacus, screen readers, etc.
- Interlines basic literacy materials for students with visual impairments.
- Enlarges print materials under the direction of a certified teacher of students with visual impairments. Binds materials using various methods.
- Creates simple tactile images for communication systems, early literacy books, etc. using various tools, materials, and machines.
- Produces simple materials in braille for classroom use such as labels.
- Maintains all braille, large print, and instructional material inventory.
- Orders special materials for use with students who are visually impaired. Arranges equipment repair.
- Clerical duties, as assigned.
- Performs other related duties as assigned, requested, or needed.

Minimum Position Requirements:

- High school diploma or equivalency.
- Willingness to learn Braille.
- Experience with children preferred
- Be highly qualified under NCLB

Preferred and Mandatory (*) Skill Requirements

- General practices working with students who are visually impaired *
- Literary Braille Code
- Tactile Graphics
- Braille Embosser
- Braille Translation Software
- Tactile Imaging Enhancer
- Thermoform
- Word Processing *
- Six Key Entry
- General Office Equipment (fax, copier, scanner, etc.)*
- Demonstrate knowledge of communication devices

References:

Job Description from Littleton Public Schools

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