

JOB DESCRIPTION  
March 2017

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

## **TEACHER ASSISTANT I & II - BLIND AND VISUALLY IMPAIRED SERVICES**

### **General Purpose:**

A Teacher Assistant I & II - Blind and Visually Impaired Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher Assistant I & II - Blind and Visually Impaired Services provides support to assist teacher(s) or other certificated employee(s) in implementing the instructional program for students whose primary disability is blind or visually impaired.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Tutors and provides assistance for students with severe visual impairments.
- Assists teaching staff with preparation of classroom and teaching materials.
- Assists in the monitoring and proper functioning of equipment designed to assist or accommodate students' vision.
- Assists with the instruction and supervision of students in school and community settings.
- Assists students in arrival and departure from school.
- Assists students with utilizing Braille for instruction.
- Assists with record-keeping, safety, maintenance of supplies and equipment.
- Braille transcribing support.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- High School diploma or equivalent.

#### **Experience:**

##### **Teacher Assistant I - Blind and Visually Impaired Services**

- Any combination of training, education and experience, which demonstrates ability to perform the duties described.
- Experience with students or groups of children.

##### **Teacher Assistant II - Blind and Visually Impaired Services**

- Demonstrated advanced skills and knowledge necessary to assist students with Contracted Braille.
- One year of work experience comparable to that of a Teacher Assistant I - Blind and Visually Impaired Services.

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### **Knowledge, Skills, and Abilities:**

- Knowledge of basic practices of first aid, CPR, Universal Precautions, blood borne pathogens and communicable diseases.
- Knowledge of principles and procedures of record keeping and reporting; alphabetical, numerical and subject matter filing systems; English usage, spelling, vocabulary, grammar and punctuation; safe driving principles and practices.
- Ability to demonstrate knowledge and application of skills necessary to perform and learn the functions of the job.
- Ability to operate a motor vehicle safely.
- Ability to communicate clearly and accurately, both verbally and in writing.
- Ability to problem solve and seek out assistance when needed.
- Ability to work independently.
- Ability to maintain confidentiality to protect privacy of student, families and staff.
- Ability to respond appropriately in emergency situations.
- Ability to read and comprehend medical terms.
- Ability to remain calm in stressful situations.
- Ability to understand, manage and related to students who have behavioral problems, learning and physical disabilities.
- Ability to adapt to individual needs of teachers and students, and work with interruptions.
- Ability to work harmoniously with students, staff, parents and guardians.
- Ability to be dependable and punctual.

### **Required Testing:**

- Must pass proficiency exam meeting the requirements of No Child Left Behind (requirement waived if individual has an AA degree or has 48 college units).
- Screening required prior to promotion to Teacher Assistant II - Blind and Visually Impaired Services classification.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess valid CPR Certification.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.

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- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** Teacher Assistant I: 20.0  
Teacher Assistant II: 22.0

Reviewed and Approved:

Supervisor:  Date: 3-27-17

Human Resources:  Date: 3/27/17