

JOB DESCRIPTION
October 2022

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

TEACHER ASSISTANT - BLIND AND VISUALLY IMPAIRED SERVICES

General Purpose:

A Teacher Assistant - 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 - 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:

- Any combination of training, education and experience, which demonstrates ability to perform the duties described.
- Experience with students or groups of children.
- Demonstrated skills and knowledge necessary to assist students with Contracted Braille.

TEACHER ASSISTANT - BLIND AND VISUALLY IMPAIRED SERVICES/PAGE 2

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 relate 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.

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.

TEACHER ASSISTANT - BLIND AND VISUALLY IMPAIRED SERVICES/PAGE 3

- 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: 22.0

Reviewed and Approved:

Supervisor: Susan J Connolly Date: 11/18/22
Human Resources: Colleen Slattery Date: 11/18/2022