

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, BLIND/VISUALLY IMPAIRED
PROGRAM, LEVEL III (Position Two)

REPORTS TO: Building Principal or Designee

RESPONSIBILITIES:

1. Implement specific student academic, social, physical, and/or safety learning objectives as directed.
2. Assist in creating an effective climate for learning.
3. Assist with implementing student program goals, behavior plans, and clerical tasks in cooperation with and as directed by program staff.
4. Assist teachers by conducting drill work, checking notebooks, correcting papers, testing students, and supervising work.
5. Assist students:
 - a. in adjusting to school/program area/classroom and establish appropriate standards of conduct;
 - b. with a wide variety of academic/vocational assignments and/or instruction-related work in the classroom and community;
 - c. in mastering appropriate skills for the students who are blind/visually impaired; and
 - d. with appropriate health and personal hygiene needs as directed.
6. Attend and participate in required meetings and case conferences as requested by the teacher of the visually impaired program.
7. Attend weekly training/planning sessions with consultant for the visually impaired.
8. Contact and take direction from teachers of students who are blind/visually impaired (both regular and special education teachers).
9. Serve as liaison between school and home, the program, and others.
10. Work closely with orientation and mobility instructor to ensure independence and continuity of program.

RESPONSIBILITIES: (Continued)

11. Contact state agencies in the blind/visually impaired field to arrange for borrowing materials and equipment.
12. Participate in maintaining appropriate student conduct standards throughout the school building and grounds.
13. Lift and transfer students who are multi-handicapped and blind/visually impaired as needed.
14. Transport students when appropriate.
15. Perform other related tasks and responsibilities as designated by the principal/program supervisor, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Two (2) years of post-secondary training related to job responsibilities or equivalent work experience related to job responsibilities or combination thereof.
3. Willing to obtain and maintain the communication skills necessary to work with visually impaired students including, but not limited to, Braille, technology-based programs, and other tactile systems.
4. Ability to perform instructional clerical tasks, keep records, and prepare reports using computerized systems.
5. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work patiently with blind or visually impaired multi-handicapped students;
 - b. Work with supervisor, classroom teachers, parents, and colleagues in an appropriate manner;
 - c. Assist with instruction and supervision of visually impaired students under the direction of a certificated instructor;
 - d. Lift or transfer students with multiple handicaps;
 - e. Assist students in learning personal hygiene as needed.

QUALIFICATIONS: (Continued)

6. Working knowledge of basic classroom procedures and management preferred.
7. Has, or is willing to obtain, first aid certificate and CPR certificate.
8. Demonstrated evidence of good habits in job attendance and punctuality.
9. Demonstrated aptitude and competence for assigned responsibilities.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

1-22-97

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