

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** PARAEDUCATOR, SPECIAL EDUCATION, BLIND/VISUALLY IMPAIRED PROGRAM, LEVEL IV

**REPORTS TO:** Building Principal, or designee

**RESPONSIBILITIES:**

1. Help students access and use specific equipment related to their disability (e.g., manual Braille, Braille books and materials, assistive technology, visual aids).
2. Implement and monitor instructional programs assigned by certificated personnel (teacher of visually impaired students, orientation and mobility specialist, general education teachers, and special education teachers).
3. Supervise student learning activities and monitor student behavior and participation in individual and group situations throughout the school building and grounds.
4. Perform instructional assistant functions as assigned by the immediate supervisor, including:
  - a. Implement specific instructional programs and activities under the direction of the teacher of visually impaired in both the general education classroom and resource room.
  - b. Assist students with assignments and/or other instructional-related work in the general education and special education settings.
  - c. Prepare materials for student use (e.g., Braille/tactual, enlarged print, aural).
  - d. Assist blind/visually impaired students with skills in use of adaptive equipment and in making appropriate accommodations for best educational access.
5. Meet on a regular basis with the teacher of visually impaired students, the orientation and mobility specialist, and/or the educational team as needed to receive direction regarding the overall management of visually impaired students' educational programs.
6. Refer serious violations of school codes to the building principal, or designee.
7. Participate in inservice training programs.
8. Keep information confidential in compliance with District, State, and Federal guidelines.
9. Serve as a liaison between school and home, the program, and others.
10. Lift and transfer students who are multi-handicapped and blind/visually impaired as needed.
11. Perform such other tasks and assume such other responsibilities as the building principal, or designee, may assign.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).
2. Two (2) to four (4) years of post-secondary preparation, specialized training, or equivalent experience in specific job-related subject matter, or combination thereof.
3. Proficiency in or ability to learn Grade 2 Braille in order to obtain the Certificate of Braille Competency for the State of Washington within four (4) months of being hired.
4. Familiarity with or the ability to learn and use the Braille code for mathematics and scientific notation (Nemeth Code).
5. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
  - a. Work with staff, students, parents, and the general public in a professional and appropriate manner;
  - b. Maintain confidentiality;
  - c. Monitor, maintain, operate, and distribute program equipment and materials;
  - d. Communicate appropriately in both written and oral expression.
6. Ability to type/keyboard forty (40) words per minute.
7. Ability to perform instructional clerical tasks, keep records, and prepare reports using computerized systems.
8. Working knowledge of basic classroom procedures and management preferred.
9. Demonstrated evidence of good habits in job attendance and punctuality.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

7-30-98

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