Job Title: Paraeducator – Special Education, Vision Impaired

Job Summary:
Under the direction and supervision of the Special Programs Director or designee, the Special Education, Vision Impaired Paraeducator will assist students who are visually impaired or blind, classroom teachers, and classroom specialists with their work assignments and interpret instruction given by the teacher to the student. This position will translate braille to print for the benefit of the classroom teacher and inform the visually impaired students of their environment and what is happening around them throughout the day. This position performs tutoring duties under the supervision of a designated teacher. This position is contingent on specific student enrollment.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Enhance the effectiveness of learning opportunities for students with visual impairments.
- Work with and under the immediate direction of a Teacher of the Visually Impaired (TVI).
- Assist students who are visually impaired/blind, classroom teachers, and classroom specialists with their work assignments and interpret instruction given by the teacher to the student.
- Translate braille to print and reversing translation for the benefit of students, classroom teachers, specialists, and parents using braille translation software.
- Order, return, and distribute large print and braille books under teachers’ supervision.
- Assist the TVI and district staff with modifications and supplemental services necessary for the education of students with visual impairment.
- Assist in training students with mobility and orientation skills in the classroom, playground, lunchroom, restrooms, bus, etc., ensuring student safety under the direction of an Orientation and Mobility Specialist (O & M Specialist).
- Tutor students individually outside of the classroom and train students in braille, under the direction of the certificated staff.
- Train students in areas of social skills and personal hygiene, if necessary.
- Collect materials from classroom teacher to give to specialists to have prepared for students.
- Prepare tactual materials (board work, dittos, etc.) for students (frequently at a moment’s notice).
- Prepare materials using a variety of technological hardware and software.
- Coordinate with vision specialists and district staff who will be providing instructions and interacting with students.
- Attend team meetings and transfer information to other staff members as requested.
- Attend conferences with parents and teacher as required.
- Assist the TVI and classroom teacher in teaching technology skills to students utilizing computers and training students in the use of appropriate hardware and software.
- Assist in instructing students in the use of various adaptive technological equipment.
● Continue to increase skills to a more advanced degree by attending relevant in-service training, workshops, etc.
● Participate in program staff meetings and training as required.
● Participate in training on any new Vision Impairment technology (e.g. software, computers, adaptive assisted devices, etc.).
● Maintain physical capability of lifting a student (must be able to lift up to 50 pounds). Heavier lifting will utilize a two person lift or assistive devices.
● Maintain and promote own personal professional growth through appropriate coursework, workshops, reading professional materials, etc.
● Refer concerns for safety, health, and discipline to the supervising teacher or principal.
● Monitor student activities on the playground and lunchroom.
● Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
● Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
● Requires the use of multiple communication systems, such as electronic mail and computers.
● Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
● The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
● Professionally interact with colleagues, members of the public, and students.
● Comply with all District policies and all applicable laws.
● Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:
● Passage of the Washington State Unified English Braille (UEB) exam or National Library Service for the Blind (NLS).
● Demonstrated interest in working with students with disabilities.
● Adheres to the professional guidelines of the school district, regarding professionalism and confidentiality.
● Will remain current in the field through involvement in professional development activities.
● Ability to work without direct supervision, to obtain, clarify and exchange information, to interact with people in a confident and culturally appropriate manner.
● Ability to remain flexible, to adapt to changes work site location, the environment and/or schedules.
● Ability to establish and maintain effective working relationships with a variety of people in a multicultural, diverse, socio-economic setting.
● Demonstrates classroom management procedures that provide for large and small groups, and individuals, and provides an environment conducive to learning.
● Enthusiastic and displays an overall optimism and motivation toward teaching and student learning.
● Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
● Sets and attains a high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
● Relates positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.
Classified Job Description #312

- Ability to demonstrate a thorough understanding of the instructional/learning process and effective teaching strategies.
- Willingness and commitment to participate in professional collaboration and student supervision.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
- Passage of Washington State Unified English Braille (UEB) exam or National Library Service for the Blind (NLS) within one year of employment.
- Use of literary and Nemeth braille for reading, writing, and translation purposes meeting the standards as prescribed by the National Library Service.
- All paraeducators must have completed the ETS Praxis, or obtained an AA Degree, or have earned 72 quarter/48 semester credits, or have completed a registered apprenticeship program prior to applying for a paraeducator position in the East Valley School District. (documentation required at the time of application).
- High School Diploma or GED (documentation required at the time of application).
- Standardized braille testing is required. Training provided by District.
- Required to have a current First Aid/CPR card.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility.
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigration Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Special Education, Vision Impaired Paraeducator shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and Special Programs Director or designee. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

Classification History:
East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. ADA/Civil Rights Coordinator: Jane Stencel, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 241-5025, stencelj@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.