

<b>Job Title:</b> Paraprofessional Visually Impaired	<b>Wage/Hour Status:</b> Hourly
<b>Reports to:</b> Coordinator for TVI	<b>Pay Grade:</b> 905
<b>Dept./School:</b> Special Education/Assigned Campus	<b>Date Revised:</b> June 15, 2020

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**Primary Purpose**

Assist the teacher for students with Visual Impairments (TVI) in delivering instruction and meeting goals and objectives of students with visual impairments that qualified for special education services; to act as a support person for the TVI.

**Qualifications****Education/Certification**

High School Diploma/GED

Minimum of 48 credit hours from an accredited institution of higher education

**OR**

Passing score on the Para Professional Assessment

Valid Texas Driver's License

**Special Knowledge/Skills**

- Ability to follow verbal and written instructions
- Effective oral and written communication skills
- Knowledge of computer and general office equipment
- Effective organization, communication and interpersonal skills
- Ability to learn and demonstrate
- Able to work independently
- Ability to provide own transportation

**Experience**

Experience working with students with disabilities, teachers, and school personnel

**Major Responsibilities and Duties****Instructional and Program Management**

1. Work with and under immediate direction of TVI.
2. Assist classroom teacher (s) and TVI(s) in implementing IEPs for students with visual impairments.
3. Prepare braille and other adapted materials in a timely manner as needed by students and TVI, including but not limited to worksheets, supplemental class handouts, report cards, tests and quizzes, daily notices, permission slips, lunch menus, maps, charts, that provide access to instruction for the students with visual impairments.
4. Carry out basic braille formatting for literacy, foreign language, and Nemeth code rules, except when modifications are requested by the TVI to accommodate braille reading ability of individual students; interline students' brailled materials.
5. Copy notes from board during class lectures for students as determined by IEP.
6. Reinforce classroom instruction as appropriate.
7. Narrate videos and filmstrips as appropriate.
8. Tape materials not available from other sources.
9. Assist in developing student organizational skills and monitoring of programs.
10. Act as reader in library research.
11. Assist in specialty areas as needed such as physical education, art classes, field trips, etc.
12. Assist general education teachers with accommodations and modifications.
13. Participate in staff development that is related to working with students with visual impairments, braille instruction, adaptive/assistive devices, travel training, and legal issues regarding special education.
14. Maintain required confidentiality.
15. Assist TVI with book ordering, equipment ordering, tracking of books and equipment.

- 16. Complete and submit service delivery log as reflected in IEP.
- 17. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- 18. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Computer, word processing programs, printer, braille print computer, tactile and braille production equipment, and copier.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, works with frequent interruptions. Frequent standing;-stooping, bending, kneeling, pushing, and pulling; heavy lifting of students. Biological exposure to bacteria and communicable diseases. Must be able to lift a minimum of 40 pounds; weight requirement will vary according to individual weight of students in the classroom.

**Terms of Employment**

184 days; salary to be determined by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.