

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Assistant Visually Impaired	Wage/Hour Status:	Non-Exempt
Reports To:	Special Education Coordinator	Pay Range:	731
Dept./School:	Student Support Services	Date Revised:	03/10/2023

Primary Purpose:

Support instruction through the development of tactile, large print and electronic materials for students who are visually impaired. Maintain inventory and organization of instructional materials purchased and used by the Plano ISD Vision Program. Provide one-on-one para support in the classroom for braille users with an identified need.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Ability to use specialized equipment / materials

Efficient typing skills

Word processing, Google WorkSpace and database skills and a variety of software applications including graphic applications

Willingness to learn basic braille/nemeth code

Ability to follow written/verbal instructions from Teacher of the Visually Impaired or classroom teacher when providing support for students with visual impairments

Ability to prioritize work and meet deadlines

Effective communication and interpersonal skills

Good organizational skills

Preferred Experience:

Experience with Word processing, Google WorkSpace and database skills

Major Responsibilities and Duties:

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Development of tactile, large print and electronic student materials

Job Title: Assistant Visually Impaired

Maintain inventory and organization of instructional materials

Provide one-on-one para support in the classroom for braille users with an identified need

Type materials in a format that can be Brailled

Use highly specialized hardware and software to produce tactile graphics for students who have visual impairments

Keep a database of materials purchased and utilized by Plano ISD Vision Program

Equipment Used:

Computer, printer, copier, fax and specialized scanner
Specialized software and hardware used to adapt student materials
Microsoft Office
Google WorkSpace

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds. Travel to different locations to support VI students.

Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 03/10/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____