

TUSCOLA INTERMEDIATE SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Teacher Assistant for the Visually Impaired

**This position is a contracted position.

GENERAL SUMMARY OF POSITION: Working within the local districts and reporting to the Visually Impaired Teacher, the Teacher Assistant for the Visually Impaired shall provide Braille Instruction and instructional support services related to usage of adaptive materials for specifically assigned students who are blind. The Teacher Assistant for the Visually Impaired will also assist the teacher(s) with other teaching/learning activities as related to these specifically assigned students.

ESSENTIAL JOB RESPONSIBILITIES:

1. To teach Braille to students who are blind.
2. To provide instructional support services related to the use of technology and adaptive materials at all locations under the direction and supervision of the certified teacher (s).
3. Utilizes instructional plans, strategies, methods, materials and techniques that will assist in meeting the needs of students with visual impairments or blindness.
4. Assists the teacher(s) by working with the student(s) on individual learning activities as per the students Individualized Educational Plan.
5. Attends all required workshops and in-services.
6. Demonstrates a positive attitude in working with students, parents, other staff members and community members.
7. To maintain confidentiality with respect to student, parent and staff information.
8. To ensure a safe environment for students at all times.
9. Must be willing to receive additional training to improve job skills.
10. To meet and greet visitors in a positive and helpful manner.
11. Other duties assigned by Administration.

REQUIRED QUALIFICATIONS:

1. High School diploma or GED.
2. Minimum of two years of college credit or Associate's Degree, preferably in an area related to children/child development and/or education preferred. Will consider successful completion of WorkKeys assessment as alternative to education requirement.
3. Established ability to read, produce and be able to provide instructional services in Braille preferred. If candidate does not have experience, they will be enrolled in an appropriate program providing education and instruction in the learning of Braille upon hire.
4. Must demonstrate skill and competency in the use of technology in order to provide instructional assistance to the student in the classroom.
5. Excellent oral and written communication skills.
6. Must be able to work effectively with others as a team member in a work team environment.
7. Ability to lift and assist students as necessary (Minimum of 75 pounds).
8. Working knowledge of computer and keyboarding skills.