

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Classroom Assistant for Blind Teacher

DEFINITION

Under the supervision of an administrator, provides reasonable accommodation by assisting a blind teacher in reading, writing, observing, organizing classroom, driving, and other related classroom duties as required.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Classroom Support

Observes student behavior and maintains awareness of students' activities/actions; administers and corrects student tests; provides clerical assistance; reads documents and e-mails aloud; describes illustrative material such as pictures, charts, graphs, drawings, and symbols; assists in the setup of the classroom for orderly and safe group instruction, projects, and activities; operates copy machine, digital camera, and video equipment; accompany teacher to and from work-related activities and meetings.

Recordkeeping

Assists the teacher in maintaining accurate records and reports including attendance records, daily charts of student progress, emergency information, student files/records, student accident reports and various related forms; completes incident reports for both positive or negative circumstances; corrects completed work assignments, interprets to teacher as requested; computes and records grades; assists the teacher in ordering supplies and equipment for office and classroom; completes purchase requisitions; reviews purchase orders and invoices for accuracy; operates computer for preparation of class lists, schedules, documents, e-mails, and recordkeeping.

Communications

Communicates with students, parents, instructional and support staff by letter, phone, e-mail, fax or personal contact as directed by the classroom teacher; updates information on classroom Web site; develops and maintains a professional rapport with classroom teacher and other program staff; demonstrates sensitivity to needs of students, staff, and parents; maintains confidentiality of information regarding students.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a high school diploma or equivalent; any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described; previous experience working in an office and working with disabled individuals is desirable.

Knowledge of:

English usage, grammar, spelling, punctuation, vocabulary, and pronunciation; basic mathematical principles; filing and recordkeeping systems; general office practices; and standard software applications.

Skill and Ability to:

Read aloud and describe illustrative material to a blind person; understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms with diverse populations; follow instructions with a minimum of direction; work independently and make decisions within the framework of established guidelines; adapt to individual needs of teachers and students and work with interruptions; respond quickly in emergency situations; maintain professionalism and confidentiality; perform general clerical duties including recordkeeping and filing; willingness to be trained in the use of appropriate classroom equipment including computers, fax and copy machines, and film and video equipment.

Other Characteristics

Possession of a valid California driver's license.

Revisions approved by Personnel Commission 2/10/09

Approved by Personnel Commission 11/15/05