



## 1441 INSTRUCTIONAL ASSISTANT—VISUALLY IMPAIRED

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### **Classification Summary**

The employee performs instructional assistance to the teacher as well as a variety of activities in preparation for the educational process including transportation for the teacher to the educational setting. These activities are performed in accordance with the organizational plan of the regional program for the visually impaired and are not necessarily limited to schools within the boundaries of the Eugene School District.

### **Supervisory Relationships**

The incumbent works under direct supervision of the itinerant teacher, and general supervision of the Special Education Coordinator. Service is required for the length of the school year only.

### **Examples of Duties**

1. Assist the teacher with small group instruction and individual student performance from programmed outlines.
2. Provide transportation for the teacher to the itinerant teaching locations throughout the region.
3. Prepare and duplicate instructional materials.
4. Observe, collect and record data as requested.
5. Perform student supervision duties as required.
6. Provide other related assistance as required.
7. Activities noted are descriptive of those permitted by Oregon Board of Education guidelines, which prevail as to appropriate activities.

### **Required Knowledge, Skills and Abilities**

1. Ability to work with or lead students in group or individual activities.
2. Ability to use appropriate communication skills.
3. Ability to acquire knowledge and use of brailled materials.
4. Ability in observational and recording of student data.
5. Ability to prepare instructional materials as required.
6. Ability to respond to variable and itinerant activity schedules.

### **Minimum Qualifications for Class Entry**

1. High School diploma or equivalent and a level of education to lead students in group or individual activities.
2. Must have a valid Oregon driver's license, an automobile and insurance with appropriate liability coverage.