



JOB DESCRIPTION

Title: **Teacher Assistant – Visually Impaired Program**

Reports To: Vision Classroom Teacher/ Program Administrator

Job Goal: To assist the classroom teacher in meeting the day to day needs of the students

Qualifications:

1. ISBE Para-professional Certificate
2. Proficient in typing and word processing

Duties and Responsibilities:

1. Prepare materials that students will need per teacher direction; anticipate needs and jump in
2. Assist student to utilize schedule
3. Follow through on classroom management and team suggestions
4. Provide individual or small group instruction based on teacher's plan and expectations with maintaining data in an appropriate manner
5. Assist student in mainstream class (in accordance with goals)
6. Utilize appropriate sighted guide techniques when assisting students in moving within the building (ask for assistance if more in-service is needed)
7. Expect level of student independence that has been determined by the team
8. Follow through on team developed consequences, do NOT develop new ones without team input
9. Always report consequences or concerns to the teacher in a timely manner (no surprises)
10. Assist in loading and unloading buses and getting students to classroom in a timely manner
11. Assist in any environment where a student appears to be unsafe
12. Attend team meetings when requested (time sheeting will be available if it is beyond your assigned work day)
13. Assist student in developing independence in functional daily living skills at their level
14. Allow students to make mistakes that are natural and do not provide a safety concern
15. Be respectful of students and maintain confidentiality – never discuss a student in front of other students (even if it appears they are otherwise engaged)
16. Do not report to parents unless requested by a Teacher or Related Service Professional
17. Be a positive role model
18. Communicate frequently with teacher

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Terms of employment: 177 day work year at a pay rate established by the Board of Control in accordance with its Agreement.

Evaluation: Performance will be evaluated by the Board of Control policy on evaluation of educational support personnel.