



Perform routine clerical duties in support of educational activities such as preparing, keyboarding, duplicating, enlarging and ordering materials designed for students who are visually impaired; assist in filing, organizing and maintaining inventory of materials related to visually impaired instructional activities; maintain routine records and student files as assigned; distribute and collect student assignments, documents and various forms as assigned

Prepare copies of tests, study materials, textbooks, charts and others for students who are visually impaired; operate specialized equipment to enlarge, copy and tape instructional materials, computer enhance instructional materials to alternate media; provide print interlining of student Braille material

Reinforce concepts and ensure student understanding of assignments and homework instructions; reinforce vocabulary and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior

Observe and redirect behavior of students according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed



