

# WATCHUNG BOROUGH PUBLIC SCHOOLS

## JOB DESCRIPTION

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**TITLE:** **One-on-One Assistant for a Blind/Severely Visually Impaired Student**

**QUALIFICATIONS**

- Completion of two years of study at an institution of higher Learning, OR
- An Associate's (or higher) degree, OR
- Meeting a rigorous standard of quality that demonstrates, through a formal assessment, knowledge of and the ability to assist in reading, writing, and mathematics instruction or reading, writing, and mathematics readiness
- The ability to work well with children
- A responsible, mature outlook
- The ability to respect the confidentiality of students' special needs

**REPORTS TO:** Principal and Director of Special Services

**JOB GOAL:** To assist students with special needs to succeed in the classroom

### **PERFORMANCE RESPONSIBILITIES:**

1. The one-on-one assistant will modify the academic materials prior to or during lessons to allow the student to learn in the classroom along with his/her peers.
2. The one-on-one assistant will provide hand-over-hand demonstration of skills to be acquired, particularly in special content areas such as physical education, art, industrial arts, etc.
3. The one-on-one assistant will reinforce special skills that have been introduced and taught by the teacher of the VI (CBVI staff) so that they may be practiced throughout the student's school day within the classroom setting or in alternative settings as needed.
4. The one-on-one assistant is available to assist and guide the student in unfamiliar environments.
5. The one-on-one assistant will help the student manage adaptive equipment, such as Braille writers, CCTVs, tape recorders, etc.
6. The one-on-one assistant will collaborate with the child's teachers, the CBVI staff, and the case manager to coordinate the materials (braille books, taped books, etc.) that a student who is VI needs.
7. The one-on-one assistant will help to coordinate the many facets of the student's educational program by providing communication between the student, parent, therapists, teachers and other staff who introduce and practice skill acquisition to ensure consistency in the student's educational program.
8. The one-on-one assistant will learn Braille and will be able to provide immediate feedback to the student and translation of the student's work for the teacher.
9. The one-on-one assistant will participate in training through the district and the Commission for the Blind and Visually Impaired.
10. The one-on-one assistant will participate in the child's educational program as well as any school-sponsored before-school, after-school, or evening activities that the child will attend.

**TERMS OF EMPLOYMENT:** Ten months

**EVALUATION:** Annual recommendation for renewal by Principal or Director of Special Services

APPROVED: March 25, 2021