



COTATI-ROHNERT PARK
UNIFIED SCHOOL DISTRICT



POSITION OPENING

November 13, 2009

Deadline: Monday, November 30, 2009 @ 2:00 p.m.

POSITION:

VI Assistant

LOCATION:

Thomas Page Elementary School

WORK DAYS:

Monday – Friday

WORK HOURS:

8:15 a.m. – 3:00 p.m. (M, W, Th, F includes 45 minute lunch – 6 hours total)

8:15 a.m. – 12:10 a.m. (Tuesdays – 3 hours 55 minutes)

WORK YEAR:

182 Days

**BARGAINING
UNIT:**

SEIU

SALARY:

**Placement on SEIU Salary Schedule
(\$10.84 - \$14.47)**

**APPLICATION
PROCEDURE:**

Submit to: Christine Kapinos in Human Resources

- 1. Letter of Application**
- 2. Cover Letter**
- 3. Resume**
- 4. Letters of Reference (3)**
- 5. Copy of Proficiency Exam results or verification of evidence of two years of study at an institute of higher learning or copy of AA Degree**

Invitations for interviews will be extended to those candidates who appear to be most qualified for this position on the basis of the material presented. Incomplete applications will not be accepted. NOTE: The application material submitted for the designated position listed on this vacancy announcement becomes the property of the district upon receipt and cannot be released or duplicated.

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The Cotati-Rohnert Park Unified School District is a Tobacco Free District, Board Policy 3513.3
THE COTATI – ROHNERT PARK UNIFIED SCHOOL DISTRICT IS AN AFFIRMATIVE ACTION,
EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION

Assistant for Visually Impaired

DEFINITION OF POSITION

Under supervision, the Assistant for Visually Impaired will perform paraprofessional activities directed by a certificated employee to assist visually impaired students access the curriculum.

EXAMPLES OF DUTIES

- Assists visually handicapped student daily activities and class work
- Works with student to use a variety of media including audio tapes, listening to oral reading, and Braille to access the curriculum
- Braille and type some assignments for visually impaired student (most assignments are prepared in advance by the V.I. Specialist if sufficient lead-time is provided)
- Tutors student in individual lessons and/or practices to reinforce concepts
- Monitors and assists student while using equipment
- May correct work and maintain records of student's achievement
- Supervise student on playground, at recess, and at lunch as directed by classroom teacher

DESIRABLE QUALIFICATIONS

- | | |
|---------------|---|
| Knowledge of: | <ul style="list-style-type: none">• Braille or willingness to learn Braille• Ability to use a variety of techniques to assist student with assignments• Correct English usage, punctuation, spelling and Grammar |
| Ability to: | <ul style="list-style-type: none">• Assume responsibility for supervision of students• Work effectively with classroom teacher and V.I. Specialist• Learn and utilize basic methods and procedures to be followed in instructional settings |

EXPERIENCE

Working with visually impaired or school-aged children desirable.

EDUCATION

Equivalent to the completion of the twelfth grade.

Effective January 8, 2002, the following additional requirement must be met:

1. Completed at least 2 years of study at an institution of higher learning; or
2. Obtained an Associate's (or higher) degree; or
3. Can demonstrate through local assessment knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.