

**LOUISIANA SCHOOL FOR THE VISUALLY IMPAIRED/DEAF
POST OFFICE BOX 3074 - 2888 BRIGHTSIDE DRIVE
BATON ROUGE, LOUISIANA 70821**

**JOB VACANCY
POSTED: 01/25/2010**

JOB TITLE SUBSTITUTE - Para Educator	AGENCY LSVI
CITY: Baton Rouge	PARISH East Baton Rouge
AGENCY TRACKING #: LSVI/LSD2010-07	MINIMUM HOURLY: \$

TYPE OF VACANCY: _____ **DEADLINE:** _____

HOW TO APPLY:

Preference may be given in applicants with Braille and/or signing skills. Applications for this position will be accepted online by clicking the "apply link" located on the Civil Service web site under Job Seekers at www.civilservice.la.gov. For more information you can contact the Human Resource Department of the LA School for the Visually Impaired/LA School for the Deaf located at:
2888 Brightside Lane
Baton Rouge, LA 70821
email address for this position is:
sross@lalsd.org and please reference the job title in the subject box of the email.

MINIMUM QUALIFICATION REQUIREMENTS:

Must be at least 20 years of age and possess a high school diploma or equivalency. College level coursework preferred. Must meet Louisiana's definition of "Highly Qualified" for paraeducators.

Credentials must include: the ability to follow directions and to learn new activities and procedures; facility for building rapport with children based on love and an interest in their well-being; a general understanding of child development and learning process.

Must possess, or be willing to acquire, appropriate and effective skills in Braille, orientation and mobility, adaptive technology and low vision aids.

NECESSARY SPECIAL REQUIREMENTS:

This is an unclassified position with no benefits. Employees are paid for time worked.

POTENTIAL EMPLOYEES MUST PASS DRUG SCREENING AND CRIMINAL BACKGROUND CHECK.

GENERAL INFORMATION

The Immigration Reform and Control Act of 1986 requires all employees hired after November 6, 1986, to provide proof of identity (i.e. driver's license) and eligibility to work in the United States (i.e. original social security card or birth certificate). In compliance with the Child Protection Act of 1987, all employees hired after September 30, 1987, must clear a criminal history check. In compliance with Executive Order 98-38 and R.S. 49:1001 et seq., prospective employees must clear a drug screen test to be considered for employment.

The Louisiana School for the Visually Impaired/Deaf does not discriminate on the basis of age, sex, race, handicap, religion, veteran's status, or national origin in its employment practices and access to its programs.

Duties & Responsibilities:

Employee must be able to perform these assigned duties without significant risk of substantial harm to his/her own safety/security and the safety/security of others.

- A. Assists the classroom/program teacher with related instructional activities under the direction of the teacher.
- B. Works directly with students in small and/or large group activities. May work in a self-contained setting, under the direction of the teacher, with students who have emotional/behavior disorders (e/bd).
- C. Assists the teacher with instructional preparation activities including development and duplication of learning materials, record keeping, etc. Prepares instructional materials and bulletin board displays.
- D. To perform non complex procedures and various custodial cleaning tasks that may become necessary in caring for the personal needs of the student.
- E. May assist students with personal and/or developmental needs by pushing, loading or lifting wheelchairs, strollers, etc. Or: May assist students in furthering their vocational development in operating, loading or lifting indoor/outdoor maintenance equipment and supplies for on-the-job training.
- F. Operates media equipment, such as film projector, overhead projector, VCR, and/or augmentative communication duties, etc.
- G. Cleans and tidies classroom/work areas after student use.
- H. Complies with school system policies and implements school philosophy and program.
- I. Displays dependability in attendance and punctuality.
- J. Demonstrates reliability and punctuality in meeting obligations.
- K. Exhibits professional ethics.

- L. Exhibits initiative.
- M. Demonstrates appropriate and effective interpersonal skills.
- N. Maintains confidentiality of information in accord with requirements of the law.
- O. Exhibits willingness to accept and use suggestions for improvement.
- P. Recognizes and follows established communication channels.
- Q. Exhibits understanding of disabled children and their needs.
- R. Demonstrates appropriate and effective student management.
- S. Uses time effectively.
- T. Uses common sense and sound judgment.
- U. Participates in school-sponsored activities as a sponsor, advisor, and/or participant.
- V. Maintains an appropriate student-adult relationship.
- W. Demonstrates a general knowledge of child growth and development.
- X. Respects the individual worth and dignity of each pupil.
- Y. Maintains a safe physical environment.
- Z. Contributes to an environment conducive to teaching and learning.
- AA. Accepts assigned responsibilities willingly.
- BB. Exhibits the ability to work directly with students in small and/or large group activities.
- CC. Demonstrates skillful and creative use of instructional aids and materials.
- DD. Demonstrates appropriate and effective skills in Braille, orientation and mobility, adaptive technology and the use of low vision aids.

ADDITIONAL DUTIES:

- A. Develops and implements a Professional Growth Plan in conjunction with the designated supervisor.
- B. Completes a self-evaluation.
- C. Performs other duties as assigned.

Physical Activity Level Some work is performed in physically comfortable position with little or light physical effort, and some work requires moderate effort. Lifting thirty to forty pounds may be required and brief periods of heavy muscular exertion may be required. Interpreting/ and transliterating require extended use of the upper body muscles and fine motor movements of the hands. Physical requirements are subject to reasonable accommodation in accordance with ADA standards.