

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Vision Educator

DEFINITION

Under general supervision of an Administrator and direction of vision services staff, provides specialized assistance to visually impaired students to ensure academic success; adapts a variety of instructional materials to meet student's needs; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Adaptation of Materials

In cooperation with the vision services teaching staff (including the district staff), adapts a variety of instructional materials into appropriate media for students using equipment such as a photo-enlarger, scanner, and other related equipment to produce large print or tactile format; records print materials for student use; adapts tools/materials necessary to perform class activities in integrated settings; orders large print textbooks and Braille materials as needed; monitors, reviews and advises classroom teacher regarding student progress and any adaptations needed for student programming.

Student Assistance

Manages a caseload of visually impaired students ranging in ages from 3 to 22 years old with a variety of ability levels; prepares materials for lessons and conducts one-on-one instruction in academic areas as it pertains to students' visual needs; demonstrates and assists in the use of specialized equipment and adaptive technology for the visually impaired; may assist teachers in student functional vision assessment and in instructing students in basic Braille; observes and instructs students in spatial awareness skills, provides home teaching for medically fragile students when needed; assists students to successfully integrate into regular classrooms; works with a variety of students and staff in various settings; fosters the independence of visually impaired students to participate academically and socially in the classroom.

Staff Assistance

Works as a team member with the vision program staff and district teachers by attending and participating in Individualized Education Plan (IEP) meetings, staff meetings, in-services and conferences; assists teacher in implementing IEP goals; discusses IEP goals and plans with other staff to maintain consistency; maintains accurate records, time logs, and reports including student contacts, student progress, and classroom teacher contacts; prepares, updates and maintains student's educational and related medical files and records; orders and maintains supplies, equipment and material including completing purchase requisitions; operates computer for preparation of schedules, documents and record keeping; operates standard office equipment.

Communications/Interpersonal Relations

Communicates effectively in writing and in person with students, parents, school staff, support staff, school, district and agency personnel; develops and maintains a professional rapport with the classroom teacher and other program staff; assists and provides the instructional team with new ideas for student goals; assists in training classroom teachers and support staff in the use of visually impaired equipment and procedures; provides in-services for regular classroom teachers and students regarding information on different eye conditions and strategies to assist visually impaired students; demonstrates sensitivity to the needs of students, staff, and

parents; maintains confidentiality of information regarding students; answers and directs phone calls; assists in seeking and gathering information to help meet student's classroom needs.

MINIMUM QUALIFICATIONS

Ability to pass an academic assessment exam testing knowledge of, and ability to assist in, instructing reading, writing and mathematics.

Education, Training, and Experience

Possession of a high school diploma or equivalent; any combination of training and experience which demonstrates the ability to perform the duties and responsibilities as described; experience working with students in a classroom setting; experience working with students who are visually impaired or have disabilities is highly desirable.

Knowledge of:

Adaptive technology and access devices for visually impaired students; basic Braille terminology and usage; child development practices as they relate to blind and visually impaired students; basic conditions of the eye that affect visually impaired students; standard software applications and office equipment.

Skill and Ability to:

Learn to operate a variety of specialized equipment used to adapt materials for visually impaired students; read and understand instructions, teaching manuals, and/or guides; communicate effectively both in oral and written form; follow instructions with minimum direction; give clear directions; work independently and make decisions within the framework of established guidelines; willing to work without immediate supervision in direct one-on-one and small group instruction; adapt to individual needs of teachers and students; work with interruptions; adapt to changing conditions as needs dictate; successfully supervise students; respond quickly in emergency situations; work with students, parents, staff and outside agencies; understand and maintain confidentiality; accept, understand, and relate to the needs of visually impaired students; comprehend and present materials at an appropriate pace using various methods and equipment; demonstrate flexibility with schedules, work environments and the varying needs of students; understand and read directions/maps; operate standard office equipment; perform general clerical duties including recordkeeping and filing; use a computer to prepare documents; read, interpret, and apply instructions, policies, laws, and procedures.

Other Characteristics

Possession of a valid California driver's license; willing to travel to different sites using personal vehicle throughout Sacramento County according to program needs.

Revisions approved by Personnel Commission 5/18/10

Revisions approved by Personnel Commission 5/8/07

Revisions approved by Personnel Commission 4/13/04

Former title: Vision Assistant

Approved by the Personnel Commission 4/15/98