

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 wide 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 Braillewriter, photo-enlarger, Braille transcribing computer software, and other related equipment to produce large print or tactile format; translates student produced Braille materials into print for use by teachers and parents; records print materials onto tape for student use; adapts tools/materials necessary to perform class activities in integrated settings; orders large print textbooks as needed; monitors, reviews and advises classroom teacher regarding student progress and any adaptations needed for student programming.

Student Assistance

Manages a caseload of students to prepare all necessary materials for lessons and conducts one-on-one instruction in academic areas; demonstrates and assists in the use of specialized equipment and adaptive technology for the visually impaired; 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 wide variety of students and staff in various settings; fosters the independence of visually impaired students.

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; assists the teacher in maintaining accurate records and reports including student contacts, student progress, and classroom teacher contacts; prepares, updates and maintains student's educational and related medical files and records; assists the teacher in ordering and maintaining supplies, equipment and material including completing warehouse and purchase requisitions; operates computer for preparation of schedules, documents and record keeping; operates copy machines.

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 of classroom teacher and support staff in the use of visually impaired equipment and procedures; provides in-services for regular classroom teachers and students regarding visually impaired students; demonstrates sensitivity to needs of students, staff, and parents; maintains confidentiality of information regarding students; maintains logs; 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

Any combination of education, training and experience which demonstrates the ability to perform the duties and responsibilities as described; previous experience working with visually impaired students highly desirable.

Knowledge of:

Braille and large type transcribing techniques; Braille terminology and usage; basic conditions of the eye that affect visually impaired students

Skill and Ability 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 a minimum of 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; transcribe basic Braille to print and print to basic Braille; knowledge of adaptive technology and access devices for visually impaired individuals; knowledge of recording equipment and the ability to comprehend and present materials at an appropriate pace; 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 use of computers, record keeping and filing; 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 throughout Sacramento County according to program needs

Revised and approved by the Personnel Commission on 4/13/04

Approved by the Personnel Commission 4/15/98