

Sacramento County Office of Education Job Description

Classification Title: Vision Educator

DEFINITION

Under general supervision of an Administrator and direction of vision services staff, provides specialized assistance to students with visual impairments who may have additional support needs to ensure academic success; adapts a variety of instructional materials to meet students' 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 copier, scanner, and other related equipment to produce large print or tactile format; adapts tools/materials necessary to perform class activities in integrated settings; orders large print textbooks and Braille materials as needed; downloads books and mobile applications onto student devices; monitors, reviews, and advises classroom teachers regarding student progress and any adaptations needed for student success.

Student Assistance

Manages an assigned group of students with visual impairments ranging in ages from 3 to 22 years old with a variety of ability levels and specific needs on an ongoing basis; prepares materials for lessons pertaining to students' visual needs; demonstrates and assists in the use of specialized equipment and adaptive technology for students with visual impairments; may assist teachers in student functional vision assessment and in supporting students with basic Braille skills; observes and instructs students in spatial awareness skills; assists students with successful integration into regular classrooms; works with a variety of students and staff in various settings; delivers adaptive materials and equipment to classrooms or students; fosters the independence of students with visual impairments to participate academically and socially in the classroom; in providing accessibility of curriculum to students, may need to utilize basic reading, writing, and math skills.

Staff Assistance

Works as a team member with the vision program staff, families, and district teachers by attending and participating in Individualized Education Program (IEP) meetings, staff meetings, in-services, and conferences; assists teachers with implementation of 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 educational and related records; orders and maintains supplies, equipment, and materials including completing purchase requisitions; organizes materials and inventory; assists in preparation of schedules, documents, and recordkeeping; operates standard office equipment.

Communications/Interpersonal Relations

Communicates effectively in writing, by telephone, and in-person with students, families, school staff, support staff, school, district, and agency personnel to obtain and share information regarding needs and progress of students; develops and maintains a professional rapport with classroom teachers 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 equipment and procedures to support students with visual impairments; provides in-services for regular classroom teachers and students regarding information on different conditions that affect vision and strategies to assist students with visual impairments; demonstrates sensitivity to the needs of students, staff, and families; participates and encourages family involvement in school programs; maintains confidentiality of information regarding students, families, and providers involved in program; assists in seeking and gathering information to help meet student's classroom needs; attends and participates in meetings, trainings, and conferences as assigned.

MINIMUM QUALIFICATIONS

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 have visual impairments and who may require additional support needs is highly desirable.

Knowledge of

Adaptive technology and access devices for students with visual impairments; basic Braille terminology and usage; child development practices as they relate to students with blindness or visual impairments; basic conditions of the eye that affect students with visual impairments; referral processes for vision services; standard software applications, videoconferencing platforms, and office equipment; basic reading, writing and math as identified by passing a proficiency test in those three areas.

Skill and Ability to

Learn to operate a variety of specialized equipment used to adapt materials for students with visual impairments; read and understand instructions, teaching manuals, and/or guides; communicate effectively both in oral and written form; follow instructions with minimum direction; plan, organize, and prioritize tasks to meet deadlines; give clear directions; work independently and make decisions within the framework of established guidelines; adapt to individual needs of teachers and students; work through interruptions; adapt to changing conditions as needs dictate; successfully supervise students; react promptly with sensitivity to students' and/or teachers' changing situations and needs; work with students, families, staff, and outside agencies; understand and maintain confidentiality; interact and communicate effectively with children and adults from various cultural and socioeconomic backgrounds; demonstrate sensitivity towards the needs of students with visual impairments; 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; navigate and download materials onto a tablet and other mobile devices; read, interpret, and apply instructions, policies, and procedures.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

Revisions approved by Personnel Commission 11/8/2022

Revisions approved by Personnel Commission 4/12/2022

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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