

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 visually impaired students who may have additional disabilities 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 apps onto student devices; monitors, reviews, and advises classroom teachers regarding student progress and any adaptations needed for student programming.

Student Assistance

Manages an assigned group of visually impaired students 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 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; 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, families, and district teachers by attending and participating in Individualized Education Program (IEP) meetings, staff meetings, in-services, and conferences; assists teachers 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 records ; orders and maintains supplies, equipment, and materials including completing purchase requisitions; organizes materials and inventory; assists in preparation of schedules, documents, and record-keeping; operates standard office equipment.

Communications/Interpersonal Relations

Communicates effectively in writing, 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 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

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

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; referral processes for vision services; 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; plan, organize, and prioritize tasks to meet deadlines; give clear directions; work independently and make decisions within the framework of established guidelines; willing to work without immediate supervision; adapt to individual needs of teachers and students; work with 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 different cultural and socioeconomic backgrounds; 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; 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; willing to travel to different sites using personal vehicle throughout Sacramento County according to program needs.

Revisions approved by Personnel Commission 2/12/2019
Revisions approved by Personnel Commission 12/10/13
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Approved by the Personnel Commission 4/15/98