

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Vision Specialist

Department: Instruction

Date Reviewed: July 2023

Reports To: Coordinator/Director of Special Populations

Grade: 502D – 503D (Based on Experience)

Calendar: 200 days

Purpose of Job

To provide an individualized education program to children with a visual impairments that will enable each child to reach their maximum potential in social, emotional, physical education, and behavioral development.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.

- Works cooperatively with members of the multi-disciplinary team in assessing and evaluating each exceptional child with a visual impairment so that such child is served in the least restrictive environment.
- Evaluates each child for particular strengths and weaknesses using a battery of tests adopted for the purpose and other instruments at his/her discretion.
- Performs functional vision and learning media assessments on new referrals and three-year re-evaluations including interpreting eye medical reports as they relate to educational environments.
- Provide classroom teacher with information regarding specialized strategies for a VI student including appropriate modified materials, Braille, recorded/enlarged materials and tactual symbols.
- Writes an Individual Educational Program (goals and objectives) for each child, specifying weaknesses, techniques and remediation, required materials and resources, and estimated time for achievement.
- Assist in deterring and procuring classroom equipment and materials necessary for the student with a visual impairment to learn.
- Coordinates the individual program for each child using a variety of teaching techniques.
- Re-evaluates the child periodically to check progress and to make required changes in program.
- Conferences with parents regarding the educational, social, and academic problems of students.
- Keeps accurate, up-to-date records pertinent to the program for Special Populations.
- Assists in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Supports the program of study, using a variety of instructional techniques, instructional media and technology.
- Serves as a model for the district's mission, vision and goals.
- Assesses the progress of students on a regular basis and provides progress reports as required.

- Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.
- Plans, supervises, and provides guidance for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
- Attends and participates in staff meetings and serves on staff committees.
- Analyzes and uses appropriate data to guide instruction and develop assessments.
- Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.
- Supervises students at school related functions to include on and off campus activities.
- Maintains professional competence through in-service education activities.
- Assists in budget preparation and in the selection of books, instructional supplies, materials and equipment.

Additional Job Functions

Performs other duties as required.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A Bachelor's degree from an accredited college or university.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.

KNOWLEDGE OF JOB

- Displays considerable knowledge of the policies, procedures, and activities of the school system, as well as state and federal requirements pertaining to the performance of duties.
- Develops and implements long-term goals.
- Stays current on any changes in statutes, policies, procedures, and methods as they pertain to public education.
- Effectively communicates and interacts with supervisors, members of the general public, and other stakeholders involved in the operation of the school system.
- Collects and disseminates information in a concise, clear, and effective manner.
- Exhibits strong organizational, management, interpersonal, and technical skills.
- Uses sound independent judgment and discretion in daily activities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software

- applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date