

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Vision Specialist

Department: Instruction

Date Reviewed: March 2018

Reports To: Coordinator/Director
of Special Populations

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.

Terms of Employment:

Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

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.
- Successful student teaching experience if applicable.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time__and weight; and utilize statistical inference.

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

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).

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

Supervisor's Signature

Date

Date