

# SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

## **JOB TITLE: Instructional Specialist - Visually Impaired**

**REPORTS TO:** Executive Director, Principal, or Designee  
**SUPERVISES:** No supervisory responsibilities.

### **DEFINITION:**

Perform the necessary duties to adapt and modify assignments, braille instructional materials, interline braille to make materials accessible to visually impaired (VI) students. Assist VI Teacher and Braille Specialists with clerical duties. Work with VI students one-on-one in classroom setting to assist with class assignments and skill building.

### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. An AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and Every Student Succeeds Act/No Child Left Behind Act.
3. Ability to read and write uncontracted (Grade 1) Braille and to pass a SLOCOE Braille assessment test.
4. Experience working with children in an organized setting.
5. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
6. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
7. Valid California Driver's License.

Desired:

1. One year experience (paid or volunteer) working with children with disabilities.

### **KNOWLEDGE AND ABILITY:**

1. Knowledge of methods, and proper operation of materials, equipment and techniques used in Braille transcription.
2. Knowledge of practices and procedures involved in the instruction of students with visual impairments.
3. Knowledge of learning issues and problems related to the visually impaired.
4. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
5. Knowledge of basic mathematical computations.
6. Knowledge of basic inventory methods and practices.
7. Knowledge of record-keeping techniques.
8. Knowledge of standard office and classroom software such as MS Office, Google Suite and Canvas.
9. Ability to learn and utilize specialized computer software such as Abbyy, OmniPage, JAWS, and braille transcription software.
10. Ability to operate a variety of specialized equipment including Brailier, book binding machine, typewriter, embosser and thermoform machine, ~~videø~~ magnification devices, electronic braille notetaker.
11. Ability to interpret and apply guidelines, rules, regulations, policies and procedures.
12. Ability to operate a computer and specialized peripherals and software.
13. Ability to maintain accurate records.
14. Ability to communicate effectively both verbally and in writing.
15. Ability to distinguish colors on a computer screen, printed matter and Braille printing, with or without vision aids.
16. Ability to maintain regular and reliable attendance.
17. Ability to drive a car.
18. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
19. Ability to establish and maintain positive and effective working relationships with diverse populations.
20. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
21. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

## **ESSENTIAL FUNCTIONS:**

1. Follow the directions of a VI teacher or certified braille transcriptionist to modify or create materials specific to an individual learner's needs. These directions may be verbal or written, and they may or may not include a sample. Types of specific tasks include: enlarging materials, producing braille, overwriting braille, Binding papers into book form, producing simple, grade one braille books with tactile illustrations.
2. Work with VI students in a one-on-one setting within the student's school setting independently per written or verbal directions from a VI teacher. This includes: working individually with a VI student on specific VI goals using a variety of equipment and materials, delivering or picking up materials and equipment from school sites, proctoring tests.
3. Assist the teacher in reinforcing instruction to individual or small groups of students. Assist teacher with the implementation of Individualized Education Plans (IEPs) Confer with the teacher concerning IEPs, lesson plans, student progress, behavior and materials.
4. Read and write uncontracted (Grade 1) braille (including numbers) and, after appropriate training, employ additional braille skills.
5. Confer with teachers and other personnel concerning instructional materials and student needs. Monitor student needs to determine equipment and material requirements. Modify instructional materials to meet the individual needs of students.
6. Monitor inventory levels of Braille and transcription materials and equipment. Research new materials and equipment. Utilize the internet to research, buy, rent, or borrow or download Braille, electronic text, and large print textbooks. Order, receive, unpack, audit, and maintain inventory of materials and equipment.
7. Operate specialized equipment including Perkins Brailler, Braille printer, raised line drawing kit, slate, stylus, book binding machine, copier, light box, typewriter, embosser and thermoform machine, electronic video magnifiers, braille notetakers, IPADS.
8. Create and maintain records which may include a lending library, supply inventory, and equipment logs. Create and maintain student files. Update and maintain databases.
9. Travel, using personal vehicle or SLOCOE car, to school sites within San Luis Obispo County.
10. Attend workshops and conferences to ensure current knowledge (related to best practices in the education of students with visual impairments rather than Braille codes and technologies).
11. Handle confidential information and materials with complete security.
12. Other duties as required within the scope and skill level of the classification.

## **ENVIRONMENT:**

1. Office or school environment.

## **PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate specialized medical equipment.
2. Seeing to read a variety of materials and monitor student health conditions.
3. Hearing and speaking to exchange information,
4. Bending at the waist, kneeling or crouching to assist students.
5. Reaching overhead, above the shoulders and horizontally.
6. Walking on uneven terrain.
7. Sit in low chairs or on the floor.
8. Climb stairs.
9. Reach overhead.
10. Sitting or standing for extended periods of time.
11. Physical ability to lift 45 pounds from floor to waist.
12. Physical ability to lift 25 pounds from waist to shoulder.
13. Physical ability to lift 23 pounds from shoulder to overhead.
14. Physical ability to carry 23 pounds.
15. Physical ability to push 48 pounds.
16. Physical ability to pull 75 pounds.

Grade Allocation: 21
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Adopted: 7/23/14
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Revised: 9/23/20