

## JOB DESCRIPTION

TITLE:	VISUAL IMPAIRMENT SPECIALIST
REPORTS TO:	EXECUTIVE DIRECTOR OF INCLUSIVE EDUCATION
TERMS OF EMPLOYMENT:	MINIMUM 200 DAYS/YEAR
SALARY RANGE: LICENSED PERSONNEL SALARY SCHEDULE	\$45,936 - \$82,826
BENEFITS:	Nevada State Public Employees Retirement System (PERS) Employer paid Medical, Dental, Vision and Life Insurance
FLSA STATUS	EXEMPT

### SUMMARY OF POSITION

Provides direct services program coordination to students, parents and staff for issues related to visual impairment and assistive technology for all grade levels from preschool through secondary. Provides technical assistance and training to school staff working with students regarding all facets of Special Education programming and compliance. Responsible for an abbreviated caseload for case management.

### RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Under the direction of the Director of Special Services, the Visual Impairment Specialist shall be primarily responsible for the following functions:
- ★ Develops, implements, provides and evaluates educational training and programs for student programs, and parents and staff regarding Special Education programs and compliance.
- ★ Supports the continued improvement of special education program through training and piloting various programs.
- ★ Collects, analyzes, and reports on data for select state and district reports.
- ★ Provides assistive technology assessments, planning, and counseling for students and families of students for whom school sites require additional assistance due to specialized needs.
- ★ Perform such other duties and associated responsibilities as the Director of Special Services may assign.
- ★ Keep informed on the latest research, trends, and developments in all areas of education, particularly research-based co teaching and inclusionary practices.
- ★ Conduct research, analyze findings, develop sound conclusions, and prepare district reports for use in district-wide improvement plans with effective training and professional development in Special Education.
- ★ Consistently communicate and collaborate with the school site principals and special education staff regarding support programs for select first year special education teachers and continuing special education staff.
- ★ Provides training and modeling in research-based Special Educational Practices and compliance.
- ★ Provides brailing services for students which will allow the student to participate in general education curriculum.

- ★ Facilitates the District Assistive Technology Team and maintains the inventory of the District Lending Library.
- ★ Develops and maintains student files as required, according to Board policy and appropriate laws.
- ★ Serves as a liaison between families and outside agencies as appropriate.

## NON-ESSENTIAL FUNCTIONS

Perform related duties as assigned.

## WORK CONTACTS

Frequent contacts with administrators, district staff, students, parents, other agencies, and the public to provide and obtain information and facilitate smooth coordination of agencies for post-high school placement.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Valid Nevada Special Education Generalist Endorsement.

Thorough knowledge and experience in various areas of visual impairment and assistive technology.

Successful experience in teaching students (preferably at the high school, middle school and elementary school level) who qualify under the Individuals with Disabilities Educational Improvement Act.

Demonstrated ability to work effectively with others.

## ABILITY TO

The ability to perform the following work activities with or without reasonable accommodation:

- ★ Communicate effectively, both orally and in writing.
- ★ Conduct research, analyze findings, develop sound conclusions, and prepare comprehensive reports and plans.
- ★ Work independently and handle multiple priorities.
- ★ Meet deadlines.
- ★ Establish and maintain effective working relationships with school officials, administrators, board members, outside agencies, school staff, and the general public.
- ★ Maintain regular attendance.

## SUPERVISION RECEIVED

Work is performed under the administrative direction of the Executive Director of Inclusive Education – Area 1, who will annually evaluate the performance of the Visual Impairment Specialist with input from other school administrators. Work is reviewed through the standard teacher evaluation model related to teacher training and effectiveness of service delivery to school sites.

## SUPERVISION EXERCISED

None

## CONDITIONS OF WORK

Work is performed under the following conditions:

- ★ Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- ★ Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

## SAFETY SENSITIVE:

YE ☐ N ☐  
S ☐ O ☒

## ACCEPTABLE EXPERIENCE AND TRAINING

Responsible teaching experience in a variety of grade levels. A college degree in education is required. Must possess a valid Professional Teaching License for Educational Personnel issued by the State of Nevada.

## LICENSES/CERTIFICATES

Valid Nevada Special Education Generalist Endorsement.

## PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, and balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicates effectively, and exchange information accurately with all internal and external members of the school community.
- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

## EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

## NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources  
1638 Mono Avenue  
Minden, Nevada 89423  
Phone: (775) 782-7177

## EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_