

MONTEREY COUNTY OFFICE OF EDUCATION

VISUALLY IMPAIRED PROGRAM SPECIALIST

CLASSIFICATION: Classified

SALARY LEVEL: 36.5

WORK YEAR:

DEFINITION:

Under general supervision of the Director, the Visually Impaired Program Specialist manages, maintains, orders, and creates resources used by the Visually Impaired Program to serve students with special education needs; performs a wide variety of intermediate secretarial and general office duties; assists in the routine administrative activities of a school/program office.

SUPERVISOR:

Director

POSITION(S) SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

Instructional Support:

- Acquires and adapts adopted grade level curriculum books and materials for use by students who are blind or visually impaired
- Researches websites, maintains list services including but not limited to Braille-n-teach, California list service through California Department of Education, government agencies, on-line and off-line catalogs to order Braille, large print books and materials
- Transcribes/produces a variety of instructional materials into appropriate media including literary and Nemeth/UEB braille, large print and audio for use by students with visual impairments
- Develops and maintains a lending library using a database of books, equipment, kits, instructional materials, toys, reference materials and testing materials; maintains inventory
- Maintains updated, specialized software, media, and technology
- Maintains in good repair, organizes, stores, and distributes student assistive technology resources, textbooks and/or equipment ordered or loaned for all students
- Enlarges textbooks, novels, maps, tests and other materials as needed by students
- May occasionally provide 1:1 student support in absence of assigned staff

Secretarial Support:

- Provides secretarial support including but not limited to: typing, copying, manipulating and maintaining computer data base information systems, maintaining filing systems, record keeping, records and composing routine correspondence
- Greets, informs and directs visitors, staff and students, in person or over the telephone with courtesy and diplomacy and ascertains nature of business and provides information related to area of assignment
- Accompanies teacher in making home visits, interpreting English/Spanish as necessary
- Prepares annual reports including but not limited to (1) State Department of Education Braille and Low Vision Programs; (2) Annual Registration of Legally Blind Students for the American Printing House for the Blind Federal Quota Program; (3) Deaf/Blind Census
- Compiles and posts statistical data such as attendance records
- Carries out special tasks and projects as assigned by supervisor
- Maintains student files and emergency cards
- Establishes and maintains a system of files and records including department accounting and budget
- Prepares purchase requisitions, processes and justifies invoices for payment
- Plans and prepares meeting agenda and other materials for monthly program meetings
- Orders and distributes office and program supplies and equipment
- Distributes mail
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds and 100 pounds with assistance; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATION:

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Any combination of post-secondary education, experience and training equal to three (3) years including no less than two (2) years of progressively responsible clerical and/or technical experience

working with individuals with visual impairment, which has provided the applicant with the required knowledge and abilities to successfully perform job duties.

Knowledge of:

- Competency, equal to Braille Transcriber II– Passing Score on the MCOE Braille Competency Test
- Methods, materials, equipment and techniques used in braille transcription
- Modern office procedures and practices, including filing systems, reception and telephone techniques and letters and report writing techniques
- Computer application software that includes word processing, database and spreadsheets
- First Aid
- Strong English verbal and written communication skills including spelling, grammar and punctuation
- Strong Spanish verbal communication skills
- Computer application software
- Proper operation and use of large print transcription equipment
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques
- Recordings for the visually impaired
- Braille translation software (i.e. Duxbury)Resource materials for the visually impaired

Skills and Abilities:

- Design, prepare and/or adapt instructional resource materials in a support capacity
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Operate a variety of office equipment and visual impairment machines
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English and Spanish, clearly and concisely, both orally in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities
- Maintain cultural awareness and sensitivity to work with differing attitudes and lifestyles
- Manage time and organize and schedule work day
- Handle information in a discreet and confidential manner
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Analyze situations accurately and adopt an effective course of action
- Understand and carry out oral and written directions
- Work under general supervision and function effectively within a team setting

Desirable Qualifications:

- Coursework in education, psychology, child development, classroom behavioral management and/or Early Childhood Education
- Awareness of the developmental levels in areas of instruction

Licenses and Certifications:

- Passing Score on the MCOE Braille Competency Test
- Possession of an appropriate valid California Driver's License with evidence of insurability
- CPR and First Aid Certified within six (6) months of employment
- Complete approved MCOE Crisis Intervention Program within six (6) months of employment and maintains valid certification
- Passing score on the MCOE Spanish Language Competency Test

Available Pay Stipends:

- There is a 5% pay differential for sign language as certified by MCOE
- There is a 5% pay differential for Specialized Health Care Procedures if assigned to specific students and trained by MCOE
- There is a \$500 stipend for certification and willingness to administer emergency medications/procedures as defined by contract

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