

Instructional Technician - Vision

Purpose Statement

The job of Instructional Technician - Vision is done for the purpose/s of assisting the Teacher of the Visually Impaired to implement programs for visually impaired students, ages 3-22. Duties include working directly with students, using guidelines and activities provided by the vision professional; maintaining accurate records related to student performance; assisting with materials adaptation (such as enlarging worksheets on a photocopier or typing text on a computer); assisting with magnification aids as necessary; communicating needs and concerns to the vision professional on a regular basis; and assisting with the inventory, delivery and maintenance of equipment and materials for visually impaired students. Some travel and some lifting is required.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Vision Specialist

Essential Functions

- Assists with the inventory, delivery, and maintenance of equipment and materials for visually impaired students for the purpose of making them available and in good working order for learning activities.
- Assists students with the use of magnification aids for the purpose of providing for their proper usage and benefit to the student.
- Assists with materials adaptation (e.g. enlarging worksheets and typing text on a computer, etc.) for the purpose of making learning materials accessible to the student.
- Communicates student progress, needs and concerns to the vision professional on a regular basis for the purpose of making adjustments to the program if warranted.
- Learns basic braille and technology skills for the purpose of assisting the student in the use of these skills at school.
- Maintains accurate records related to student performance for the purpose of monitoring student learning and making adjustments if indicated.
- Participates in training activities recommended by the vision professional for the purpose of improving or maintaining instructional skills.
- Travels to the various school sites to assist students for the purpose of allowing students to remain in their local classroom and school.
- Works directly with students with visual impairment, using guidelines and activities provided by the vision professional for the purpose of providing skills and accommodations for the students access to the regular classroom instruction and activities.

Other Functions

- Performs other duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments operating equipment used in operating standard office equipment preparing and maintaining accurate records using keyboarding and other pertinent software applications adhering to safety practices .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities, concepts of grammar and punctuation, a broad knowledge of basic braille skills and the developmental impact of visual impairments is preferred.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups, maintaining confidentiality, working with detailed information/data, working with visually impaired students from age 3-22, learning basic braille and technology skills as required, and working independently under the direction of a vision professional; Have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is desired.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Associates Degree, 45 hours of post high school instruction, or pass District proficiency test in compliance with No Child Left Behind legislation

Continuing Educ./Training

Learn basic Braille skills as required

Clearances

Criminal Justice Fingerprint/Background

Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt