

**MID-OHIO EDUCATIONAL SERVICE CENTER  
JOB DESCRIPTION**

Position:	Associate Vision Support Specialist
Reports To:	Teacher of Visually Impaired & Director of Student Services
Contract Length:	184 Days
Serving:	Area districts across 4 counties
Salary:	To be commensurate with the OTA/PTA Salary Schedule

**General Job Description:**

The purpose of this job is to assist students identified with a visual impairment in achieving their maximum potential, utilize Ohio State Standards and the Expanded Core Curricula in establishing instructional goals for each individual student, provide assessments that measure whether students meet standards, and provide a safe and pleasant school environment where all these goals can be achieved.

**Qualifications:**

- Must be able to obtain an Ohio Teacher of the Visually Impaired License.
- Must have a working knowledge of modern theories, principles, and practices of education in general and special education.
- Possess good planning and organizational skills, knowledge of current educational practices as they apply to educating students with visual impairments.
- Working knowledge of compensatory skills and assistive technology related to the education of students who are visually impaired/multiply involved preferred.
- Experience teaching students, in a variety of settings, with program needs including self-help/independence, communication and social/behavioral training preferred.
- Experience with special education processes.

**Essential Duties and Responsibilities:**

- Works with supervisory staff to provide direct and indirect instruction to students who are blind, visually impaired, multiply involved and/or deafblind as assigned.
- Responsible for collecting data, records, and compiling report cards information relative to writing, implementing and monitoring progress on IEP goals as well as writing progress reports.
- Prepares and implements curriculum materials.
- Works with supervisory staff to provide accommodations and modifications for students, guided by the Functional Vision Evaluation (such items as mobility, positioning, fine motor activities and/or job training).
- Refers students for evaluation and other support services.
- Establishes and implements effective behavior management system so that the environment is conducive to learning academic, daily living, self-help, and pre-vocational skills for all students.
- Monitors and reports all safety concerns to supervisor.

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- Works with other teachers and support personnel in curriculum planning and implementation to provide an integrated and well-rounded instruction program for each student.
- In collaboration with the Teacher of the Visually Impaired, maintains effective communication with parents and guardians.
- Pursues professional development focusing on education of students with visual impairments.
- Other duties as assigned.

**Additional Requirements:**

- All successful candidates must submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions.
- The work performed in a typical setting involves mostly sedentary to light physical activity, typically requiring occasional exertion of up to 20 lbs. of force and walking or standing to a significant degree.
- The employee may need to climb stairs, bend, stoop, reach, and handle objects.
- The employee may occasionally lift and/or move up to 50 lbs.
- The person in this position works in multiple buildings across the Mid-Ohio region and must be able to travel independently between buildings.
- This position requires interactions with staff who may have very different and very strong beliefs about the best ways to educate students.
- The person in this position must be openminded and respectful regarding different educational philosophies.

**PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets, and communication software.
- Seeks to be a leader in technology integration

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- Stays current on education issues and initiatives

**WORKING CONDITIONS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

**EVALUATION**

The performance of this job will be evaluated by the Teacher of the Visually Impaired and the Director of Student Services according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.