WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND

**JOB DESCRIPTION**

**TITLE:**  Education Specialist for Blind/Low Vision Students

West Virginia Schools for the Deaf and Blind Campus

**GENERAL RESPONSIBILITY:** Coordination and development of educational and recreational activities in the residential programs. Development of a Study Skills Program. Assignments are at the discretion of Director of Student Living and the Dean of Students.

**RELATIONSHIPS:** Directly responsible to the Dean of Students for the School for the Blind. Position collaborates with the Director of Student Living for academic and residential program articulation.

**GENERAL QUALIFICATIONS:**  Minimum of a bachelor’s degree in education, special education, early childhood education or related field. Must have or be eligible for a WV Professional Teaching Certificate. Must have or acquire and endorsement in Visually Impaired (PK-AD). Three years of successful work experience with students who are low vision/blind required.

**HOURS OF WORK:**  40 hours per week and other hours as assigned including weekends and nights. Wok schedule in cooperation with School for the Blind Administrator and Director of Student Living.

FUNCTIONS AND DUTIES:

1. Follow applicable school and departmental policies and procedures as well as State Board of Education policies.
2. General supervision of students as related to academics in the dormitory setting.
3. Establish, plan, coordinate and approve outside after school and weekend extracurricular activities in which students may participate.
4. See that disciplinary policies and/or behavior intervention plans for students and staff are followed.
5. Provide and arrange for appropriate staff development training for child care workers, include training in braille,orientation and mobility, behavior intervention planning, expanded core curriculum and social and recreational living areas pertinent to children who are blind/low vision.
6. Serve on staff committees.
7. Demonstrate high levels of performance through such activities as:
   1. Making good work judgments
   2. Planning and organizing work thoroughly and efficiently
   3. Maintaining high quality of work
   4. Accepting responsibility
   5. Following instructions accurately
   6. Functioning efficiently under stress
   7. Proper operation and care of equipment
   8. Coordinating work with others
   9. Observing work hours
   10. Maintaining good attendance
   11. Compliance with rules
   12. Meeting schedules
   13. Accepting changes
   14. Maintaining work area in a neat and orderly manner
   15. Taking initiative
   16. Demonstrating and maintaining a positive attitude and relationship with staff, students, supervisors and parents
8. Follow established procedures and policies in carrying out assigned duties.
9. Perform duties efficiently and productively.
10. Observe safety precautions in carrying out assigned duties.
11. Maintain positive relationships.
12. Public relations
13. Employee relations
14. Student relations
15. Parental relations
16. Participate in professional staff development and demonstrate a good knowledge of job skills
17. Improve job-related training and participate in workshops, in-service training and continuing education as scheduled.
18. Maintain appropriate records in accordance with regulations and policies governing confidentiality.
19. Assist students to learn to travel safely and independently.
20. Assist with special activities and programs while helping students to learn independent living skills as related to the Expanded Core Curriculum.
21. Help students to learn appropriate self-discipline by following the school discipline policy.
22. Participate in workshops, in-service training, and continuing education as scheduled
23. Provide parental-type counseling for students and be cognizant of any mood or behavioral changes in students and promptly refer such changes to supervisor.
24. Plan and coordinate with the child care workers educational activities that foster social, intellectual, emotional, and academic learning in students

23. Help students to learn acceptable manners, etiquette and common courtesies.

24. Assist students with their studies or homework.

25. Coordinate and develop with the Director of Student Living a Study Skills Program

26. Help students to learn appropriate self-discipline by following the school disciplinary policy.

27. Assist with the planning and supervision of recreational activities.

28. Administer and chart medication prescribed by the child’s physician or the school’s physician.

29. Attend staff meetings as scheduled

30. Serve as a chaperone for students’ bus trips and other activities as scheduled.

31. Education Specialists with proper vehicle operators’ license may be assigned to transport students for various trips.

32. Perform activities as outlined in the list of examples of specific duties and responsibilities for the assigned position.

33. Education Specialists will be expected to work in any of the existing dormitory units, with any age group or gender within the Multisensory Program and the Elementary School for the Deaf departments throughout the year, as assigned. Education Specialists may be placed on a rotating, floating, or permanent shift. Shift schedule/start time may be altered from time to time throughout the year at the discretion of the supervisor as dictated by the needs of the students.

34. Education Specialists are to document their progress towards goals and provide written reports that speak to the assessment and outcomes of them.

34. Other related duties and responsibilities as assigned.

**SALARY:** Contingent on degree level and experience

Professional Scale, Ten Month-200 day contract

**WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND**

**JOB DESCRIPTION**

# GENERAL CLASSIFICATION: Instructional Staff

# West Virginia Schools for the Deaf and Blind Campus

**SPECIFIC POSITION:** Education Specialist for Blind/Low Vision Students (Day/Evening/Night)

School for the Blind

1. Communicate directly with the Director of Student Living and the Dean of Students regarding student and staff needs.
2. Ensure that students’ medical needs, doctor’s appointments, special services and other related needs are addressed.
3. Attend staff meetings and follow appropriate protocol according to administrative procedures.
4. Hold scheduled, informed staffing with child care workers to keep them informed of student academic goals and upcoming events.
5. Communicate with parents and teachers regarding academic and dormitory matters.
6. Keep administrators on campus informed of academic and dormitory subject matters and file documentation appropriately.
7. Work closely with the transportation department regarding homegoings as well as various transportation issues regarding students.
8. Supervise, plan, approve and monitor trips and other educational events with child care workers.
9. Confer with child care workers on subject matters pertaining to individual students and their care as well as instruction.
10. Provide and arrange for staff development activities as necessary.
11. Supervise students and assist child care workers in instructing students during meal times as well as during transitioning of students.
12. Secure and schedule appropriate recreational and leisure activities for students on a consistent basis as needed to meet students’ individual needs and according to the Expanded Core Curriculum.
13. Perform other related duties and responsibilities as assigned.

**Created: September 2012**