DEER VALLEY Unified School District

JOB DESCRIPTION

JOB TITLE: **Vision Assistance Technician**

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| Position Type: **Classified** | Department: **Student Support Services** |
| Salary Schedule: **Classified** | Reports to: **HI/VI Coordinator &** |
| Salary Range: **Range 17** | **Teacher of the Visually Impaired** |
| Term of Employment: **9 months** | Date: **May 20, 2019** |
| Shift: **Day** | Approved by: **Human Resources** |

## POSITION SUMMARY:

The Vision Assistance Technician is responsible for materials production and distribution, clerical support, and assisting in monitoring students in instructional program activities District-wide. Performs job related duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## ESSENTIAL FUNCTIONS:

- Produces Braille materials.
- Produces large print materials.
- Produces audio-taped materials with the format of the American Printing House for the Blind.
- Interacts independently with teachers to obtain appropriate materials to produce in Braille, large print, or audiotape.
- Produces, edits, and transports materials to teachers in a timely fashion.
- Travels to community agencies to drop off and pick up materials.
- Travels to community health facilities to bring students to appointments and to drop off and pick up materials or documentation.
- Assists in instructional activities, low vision training, and evaluations as requested by teacher.
- Types, copies, and distributes letters, memoranda, reports, assessment forms and other items.
- Operates computer equipment/software such as optical scanner, VersaBraille, and Mega Dots.
- Assists teachers by suggesting and/or designing activities for lesson plans and Individual Educational Programs.
- Attends staff meetings.
- Orders equipment and materials and maintains inventory for entire vision resource program.
- Maintains and updates records for students served by Vision Resource program.
- Answers telephones, assists visitors, coordinates messages/information for

vision resource department.
- Participates in related programs [e.g., Medicaid in the Public Schools reimbursement program (MIPS)].Maintains a log of all activities and time spent with students.

**MARGINAL DUTIES:**
- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**
- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**
- Read and write Grade I Braille.
- Knowledge of transcribing Braille or working with Braille-related technology, including Grade 2 and Nemeth Code
- Knowledge of Tactile graphics, material adaptation, scanners, embossers, Duxbury, Text Bridge (or other OCR Software), Scientific notebook, Paper Port, or other file management software
- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must be trained in CPR and First Aid.

- Must have a valid driver's license and be able to pass requirements to drive a district vehicle, including the MicroBird

**EDUCATION AND/OR EXPERIENCE:**

- Associate's (or higher) degree or completion of two years (60 semester credit hours) of study at an institution of higher education OR the successful completion of an Arizona Department of Education approved Academic Assessment Test.
- Experience relative to one or more of the following areas:
    - Braillist
    - Information Technology
    - Low Vision

- Required to pass a background and fingerprint check.
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 50 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*