



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Visually Impaired Media and Braille Specialist
Reports To: Program Administrator
FLSA Status: Non-Exempt
Prepared By: Special Education
Approved By: Human Resources
Prepared Date: 03/2010
Last Revised Date: 03/2010

Summary:

Assist the teacher in increasing visually impaired students' achievement and independence by performing the following duties.

Essential Duties and Responsibilities:

- Assists in instruction of students as designed by the teacher.
- Read and write in Braille, Nemeth Code and produce tactile graphics.
- Manages student classroom activities inside and outside of classroom instruction.
- Assists with physical management of students, physically restrain students if necessary.
- Assists students with problem solving when adjustment and academic problems arise.
- Regular and consistent attendance.
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or general education degree (GED). Prefer experience working with children.

Certificates, License, Registration:

Valid driver's license.

Other Skill & Abilities:

Ability to read and write (or learn to) in Braille, Nemeth code and adapt tactile graphics for visually impaired students.

Ability to communicate effectively including listening

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Exercises effective decision-making skills

Ability to read, analyze and interpret data

Maintains confidentiality

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.