



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 5/13/2024

Specialist, Special Education (Vision)

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Vision Specialist works in the Office of Special Education with the special education supervisor that leads vision services for the division to provide support to teachers of the blind/visually impaired, staff, and parents to ensure that the needs of students who are blind/visually impaired are met in the least restrictive environment. The Vision Specialist provides oversight, training, supervision, consultation, and direct services as needed. In addition, the Vision Specialist coordinates professional development and remains current with developments in the field.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Provides leadership and training in interpreting medical eye reports, conducting Functional Vision/Learning Media Assessments, adapting curriculum materials, consulting with students' educational team, drafting Individualized Education Program (IEP) present levels, goals, accommodations, and services as they relate to students' medical eye condition(s); lesson planning for students who are blind/visually impaired, maintaining data and service logs, completing progress reports, utilizing vision assistive technology, teaching Braille, and the Expanded Core Curriculum (ECC). Provides consult and direct services as needed
- Develops, coordinates, and monitors services for students who are blind/visually impaired, assists in developing and presenting monthly staff development activities; collaborates with families and staff; provides direct support to teachers needing assistance with instructional and/or behavioral strategies; serves as mentor for teachers of the blind/visually impaired (TBVI) new to Loudoun County Public Schools; participates in evaluating TBVIs and orientation and mobility (O&M) instructor(s)
- Works with the special education supervisor to ensure appropriate services are provided to students who are blind/visually impaired; attends IEP meetings as needed; informs staff and parents of developments in the field; responds promptly to requests for information; assists in developing a VI/O&M Program Handbook
- Develops, coordinates, and delivers staff development and training for central office and school-based staff on best practices/strategies for working with students who are blind/visually impaired

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- Serves as a resource for staff, parent groups, and state advisory committees to advance educational and related activities as they pertain to programming for students who are blind/visually impaired
- Provides supervision and coaching to TBVIs
- Assists in recruitment and retention efforts for TBVIs and O&M instructors
- Monitors and evaluates program area continuously and identifies and plans for areas of improvement
- Maintains accurate, complete, and correct records as required by law, District policy, and administrative regulation
- Strives to further professional knowledge and skills through participation in workshops, classes, professional meetings, and interaction with professional colleagues
- Demonstrates knowledge of LCPS employment rules and regulations
- Oversees collaboration with the Virginia Department for the Blind and Vision Impaired (e.g., to secure materials for students, help coordinate low vision services and/or appointments for students, etc.)
- Oversees the selection of books, equipment, and other instructional materials for students who are blind/visually impaired

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree; Master's Degree

Experience

Five (5) years of successful experience in supporting students who are blind/visually impaired with progressively increasing responsibilities

Licenses and Certifications

Postgraduate Professional License with special education endorsements
Certification as Orientation and Mobility Instructor

Knowledge, Skills and Abilities

- Knowledge of the theory and research-based instructional practices and strategies that provide the basis for special education and related services for students who are blind/visually impaired
- Knowledge of federal, state, and local criteria for eligibility and comprehensive evaluation for students who are blind/visually impaired
- Demonstrated leadership qualities and personal characteristics necessary to work effectively with students, teachers, and parents; ability to develop and deliver professional development programs on Blindness/Visual Impairments
- Knowledge of Braille, assistive technology, and strategies for teaching students who are blind/visually impaired
- Demonstrated excellent interpersonal skills and ability to work effectively with teachers, administrators, parents, and students
- Demonstrated skill in oral and written communications
- Excellent human relations skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately,

loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.