

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Orientation and Mobility Specialist
Prepared Date: 4/1/2022
Revised Date: 2/27/2024
Work Year: 173 days
Department: Exceptional Student Services
Reports To: Executive Director of Exceptional Student Services
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Orientation and Mobility Specialist is to oversee and provide direct instruction in the part of the educational process that prepares students with visual impairments to travel independently and safely. The specialist travels to assigned schools to provide direct and/or consultative services relating to the visual impairment to enable students to travel safely, efficiently, and independently in their home, school, and community environments.

QUALIFICATIONS:

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. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- Bachelor's Degree from accredited institution
- Must be certified in Colorado as an Orientation and Mobility Specialist or have passed ACVREP exam (Academy for Certification Vision Rehabilitation & Education Professionals)
- Reliable transportation
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Experience with school-aged children
- Experience with children with multiple impairments
- Experience working with teams
- Ability to read braille
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of subject area and current instructional methodologies and techniques associated with the visually impaired child
- Skill in administration, analysis, and interpretation of a variety of assessment measures
- Ability to teach students of a wide variety of levels and age ranges
- Ability to work effectively with parents, community, and education colleagues in and outside of the program
- Ability to function as a positive contributing member of an educational team

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Provide direct instruction in the development of skills and knowledge that enable the student to travel independently to the highest degree possible, based on assessed needs and the student's Individualized Education Plan (IEP)
- Teach students to travel with proficiency, safety, and confidence in familiar and unfamiliar environments
- Provide consultation and support services to parents, regular and special education teachers, other school personnel, and sighted peers.
- Confer regularly with parents, classroom teachers, physical education teachers, and/or

other special education personnel to assist in home and classroom environmental modification, adaptations, and considerations and to ensure reinforcement of appropriate orientation and mobility skills that will encourage the visually impaired student to travel independently in these settings.

- Work with the teacher certified in the area of visual impairment to conduct functional vision assessments as it relates to independent travel
- Prepare and use equipment and materials such as tactile maps, models, distance low vision devices, and long canes, for the development of orientation and mobility skills
- Identify the needs and strengths of the student and an estimate of the length and frequency of service necessary to meet determined needs and include such information in the assessment report
- Provide orientation of new buildings and new class schedules to students with visual impairments as needed, including those community settings where students receive instruction
- Maintain a variety of documents, files, and records (e.g. progress reports, IEPs, activity logs, billing information, service plans, etc.) for the purpose of ensuring the availability of information as required for reference and compliance
- Respond to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and referral as appropriate
- Participate in a variety of meetings with the purpose of conveying and gathering information

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the classroom teacher, Principal, or ESS Administration

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 6 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			

Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting/Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; The job is performed under temperature extremes and in a generally hazard free environment; with some exposure to risk of injury and/or illness