

SAN MATEO COUNTY OFFICE OF EDUCATION TEACHER, ORIENTATION AND MOBILITY

JOB SUMMARY

Under the direction of an assigned administrator, provide instruction to students with identified visual impairments in developing orientation and mobility expertise at school and in the community; monitor and report on student eligibility for orientation and mobility services; develop and monitor orientation and mobility related IEP goals; and work collaboratively with parents, staff and agencies to address orientation and mobility related needs of students.

ESSENTIAL DUTIES

- Assess students using formal and informal assessments for the purpose of determining eligibility for orientation and mobility services; identifying orientation and mobility needs; and monitoring student progress;
- Participate on the IEP team to design individual educational programs for special education students who require orientation and mobility services; conduct on-going reviews of the IEP and monitor progress;
- Confer with parents and professional staff for the purpose of addressing needs and/or concerns related to the education of the visually impaired student;
- Counsel students and their parents for the purpose of facilitating/supporting vocational planning, social adjustment, orientation and mobility needs, and agency/support service awareness;
- Establish and maintain a cooperative working relationship with community agencies for the purpose of facilitating the educational program for students and to support transition planning;
- Serve as a resource to general and special education teachers, provide formal and informal training, guidance and assistance to educators, parents, service providers and agencies, as needed;
- In collaboration with case manager, direct and train personnel, as assigned;
- Maintain accurate records of pupil registers, service schedules, service delivery logs, assessment data collection, and other required information;
- Maintain and share a work calendar with immediate supervisor
- Establish and maintain a sanitary, safe, orderly, and positive learning environment;
- Maintain strict student and parent confidentiality;
- Stay current with issues, laws and regulations regarding orientation and mobility services, special education, educational trends, and other issues related to children with exceptional needs;
- Perform other related duties, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Instruction, assessment, accommodations and modifications for visually impaired students;
- Visual impairments, development and related educational needs and available resources for the visually impaired and how to obtain them;
- Operation and use of current assistive technology required for students with identified vision impairments;
- IEP process;
- Transition planning for students with identified vision impairments ;
- Child growth, development and behavioral characteristics;
- Positive discipline and classroom management techniques;
- Applicable policies, guidelines, rules, regulations, laws and codes.

SKILLS AND ABILITIES TO:

- Instruct and assess students with identified or suspected vision impairments ;
- Design individual educational programs for students with identified vision impairments ;
- Identify and facilitate use of appropriate instructional materials and equipment;
- Work effectively in a team environment with parents, staff, service providers and agencies.
- Counsel, confer and collaborate with students, parents, professionals and agencies;
- Provide training, guidance and assistance to parents, professionals and agencies;
- Train and oversee the work of assigned personnel;
- Communicate effectively orally and in writing;
- Resolve conflicts and issues in a timely and effective manner;
- Multi-task, meet deadlines and complete assessments;
- Use sound judgment and make decisions effectively.

WORKING ENVIRONMENT:

- Indoor/Outdoor work environment

PHYSICAL DEMANDS:

- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk;
- Ability to react quickly;
- Ability to exchange information and make presentations;
- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.