



JOB DESCRIPTION

JOB TITLE: Certified Orientation & Mobility Specialist (COMS)
DEPARTMENT: Center-Based Program and Outreach Department
REPORTS TO: Director of Programs

MINIMUM REQUIREMENTS:

- Possession of, or ability to obtain, ACVREP Certification in Orientation & Mobility

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of consultation protocol and process of calling on LEAs, ESUs, and parents; basic technology for documentation and communication; various disabilities in addition to visual impairments; teaching and regulations of special education; and methods and techniques for assessing children with disabilities and ability to interpret assessment data.

Basic **skills** related to leadership; problem-solving, time management, organization, and communication; public/community relations; self-motivated and self-starter; flexible; and work cooperatively with others as a team player.

Ability to operate a personal computer in order to complete all functions of daily operations and communication related to the job position; learn current technology devices and applications specific for those with disabilities; provide effective related services to students of a variety of ages and ability levels; physical ability to lift, team lift and/or transfer students; and be flexible in work hours as required to fulfill duties.

Coordinate with other professionals and support staff in providing best practices for students, involvement in professional development activities and network with others, and maintain confidentiality of student records.

Completed of required training including: State of Nebraska Defensive Driving Course; Pupil Transportation Courses and Permits (small vehicle and school mini bus); CPR Certification and Medication Administration; and Suicide Prevention.

Represent the Nebraska Center for the Education of Children Who Are Blind or Visually Impaired in a professional manner in dress, attitude, and actions.

PRIMARY FUNCTION:

- Provide orientation and mobility consultation and direct services for students enrolled in the NCECBVI center-based/residential programs and local school districts statewide through the outreach department.

DUTIES AND RESPONSIBILITIES:

1. Provide direct service to students ages birth-21 statewide who are blind or visually impaired, including those with additional abilities. Services may be provided in-person, remotely, or hybrid.
2. Perform requested assessments/evaluations in order to assist teams with developing appropriate goals, objectives, programming and instruction.
3. Document student progress data and provide progress reports as required by students' resident school districts. Learn and utilize the IEP database system for each district served.
4. Provide recommendations, strategies, and adaptations to promote successful outcomes for students with visual impairments.
5. Participate in MDT/IEP/IFSP meetings statewide as requested.
6. Maintain accurate student records and documentation of outreach services.
7. Understand, recommend and implement assistive technology to address the educational needs of students with visual impairments, including those with additional disabilities.
8. Provide statewide workshops and in-service for educators and families.
9. Provide training for educators, support staff, parents and/or families at local districts.
10. Participate in outreach department meetings, NCECBVI staff meetings, and other meetings with administration and staff as requested.
11. Participate in statewide programs and initiatives related to visual impairments.
12. Utilize and serve as a resource for materials available in the Nebraska Instructional Resource Center.

13. Be knowledgeable of research specific to the field of visual impairments by participating in professional development activities, attending conferences, workshops, and regional/state/national offerings.
14. Assist with the planning and implementation of statewide NCECBVI Student and Family Support Programs such as Braille Challenge, Cane Quest, and Low Vision Clinic.
15. For NCECBVI students, communicate on a regular basis with residential and center-based staff regarding the student's progress and needs and to ensure comprehensive and consistent instructional procedures and programming.
16. Communicate on a regular basis with parents regarding student progress.
17. Other duties as assigned by the NCECBVI Administrative Team.

WORKING CONDITIONS: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Constant repetitive hand motions; prolonged use of a computer
- Frequent sitting, physical movement around the facility and driving
- Frequent travel to schools (state-wide) with a home base to be determined (example: Nebraska City)
- Requires working both indoors in an environmentally controlled environment and outdoors in various weather conditions
- Includes periods of physical activity

EMPLOYEE PUNCTUALITY AND APPEARANCE:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of ESU 4 and is appropriate for their position

SALARY AND CONTRACT:

- 185 day school year contract
- Salary commensurate with education and experience

Educational Service Unit 4 is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen circumstances.

Updated: January 2022