



Job Title: Orientation and Mobility Specialist

Exemption Status: Exempt

Reports to: Coordinator of Special Education

Date Revised: October 2015

Dept. /School: Special Education

Pay Grade: 105

Primary Purpose:

Provide direct/consultative orientation and mobility services to students with visual impairments.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Certification in Orientation and Mobility – Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP)

Experience:

- Teaching or related experience in providing orientation and mobility services to a wide range of students with visual impairments

Special Knowledge/Skills:

- Knowledge and skills required to administer and interpret appropriate assessment and evaluation instruments
- Skill in organizing and conducting training activities and meetings.
- Skill in interpersonal communication with peers, students, parents, and teachers
- Ability to work with a wide range of students with visual impairments
- Have experience in teaching orientation and mobility training
- Understand human behavior dynamics and the ability to interact effectively with educational personnel
- Drive oneself in one's own vehicle to multiple school sites within the district to provide services
- Effective use of Microsoft Office software (Word and Excel) and email

Major Responsibilities and Duties:

Technical Assistance

1. Provide leadership, training, and technical assistance to the school district in orientation and mobility services.
2. Provide technical assistance to the school district regarding IDEA, rules, and regulations.

Communication/Collaboration

3. Participate in the ARD/IFSP process for specific students with visual impairments.
4. Participate in the development of IEPs for specific students with visual impairments.
5. Consult with district personnel on appropriate orientation and mobility strategies, techniques, and materials for students with visual impairments.
6. Participate in monthly team meetings to explore issues, view new materials, and share and exchange ideas.

Problem Solving and Decision Making Skills

7. Exhibit initiative in finding and meeting needs and developing new ideas.
8. Exhibit sound judgment in interaction with all students and families.



9. Identify problems and suggest solutions positively.

Program Expertise (Direct Service Provider)

10. Remain abreast of trends and developments in orientation and mobility services.
11. Provide instructional and consultative orientation and mobility services to eligible students.
12. Administer orientation and mobility evaluation; prepare accurate computer-generated report of the assessment, propose IEP/follow-up activities utilizing a format developed by Garland ISD; document progress and submit accurate student progress reports; and prepare a summary of progress at least on an annual basis based on previously established IEP.
13. Address expanded core curriculum needs of all assigned students with visual impairment through ongoing evaluations, determination of need, implementation of programming, and record keeping.
14. Develop an itinerant service schedule.
15. Assist in the selection, acquisition, and use of adaptive/assistive equipment and/or devices.
16. Assume responsibility for and maintain confidentiality relative to student records/data.
17. Maintain records related to supplemental services for visually impaired activities and submit them at the times specified.
18. Responsible for the accuracy of reports and caseload data.

Other Duties

19. Participate in team activities.
20. Observe all district policies and procedures.
21. Willingness to work some summer hours to train specific students in mass transit travel.
22. Perform all other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Computer, adaptive/assistive devices, and equipment unique to students with visual impairments

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Working Conditions: Traveling within the school district; flexibility to respond to student needs; skills to cope with a variety of work environments; adaptability to change; capacity for positive response to situational factors/problems; initiative in developing solutions to needs/problems; managing multiple projects and tasks simultaneously; responding to high client demand and short timelines; sharing office space; exhibiting exemplary interpersonal communication; maintaining positive public relations

Lifting: Occasional light lifting and carrying (under 50 pounds)

Environment: Frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____

