

Sample Job Description

INSTRUCTOR FOR THE BLIND, SENIOR

CLASS PURPOSE

To instruct the blind in skill areas such as reading and writing Braille, travel methods, communications, home economics, and alternative daily living practices; counsel students in adjusting to blindness; perform related work.

GENERAL INFORMATION

Some positions travel approximately 50% to 90% of work time in an assigned area of the state.

PRINCIPAL ACCOUNTABILITIES

1. Instruction. Typical responsibilities: determines students' training needs and plans instructional activities; assesses students' needs and capabilities and determines appropriate instructional methods; recommends low vision aids and instructs in their use; instructs students in alternative techniques; evaluates students' progress and behavior and prepares reports; consults with other instructors on course development and students' progress; coordinates educational goals with counselors; provides material including career planning, job placement, and blindness issues for the public and blind persons; provides individual instruction in cane travel, Braille, and alternative daily living skills such as cooking, sewing, cleaning, personal hygiene and computer operation; prepares instructional materials; provides back-up instruction for other instructors; and may function as a leadworker over other instructors.

2. Counseling. Typical responsibilities: counsels clients in adjusting to blindness with emphasis on self-reliance, independence and alternative living skills; counsels family members regarding blindness; advises clients on personal problems, vocational goals, and employment opportunities; acts as a role model for clients; provides personal support to improve clients' attitudes; works with clients and staff to provide recreational outings and participates with staff as a team member on outings.

3. Public relations. Typical responsibilities: answers questions regarding blindness and agency services; gives presentations and conducts tours of the orientation and adjustment center for school and community groups and

other interested parties.

4. Test administration. Typical responsibilities: administers and interprets aptitude and special interest tests; provides recommendations to staff and clients based on test results.

5. Case management. Typical responsibilities: conducts initial interview and completes applications; obtains diagnostic information for the development of a rehabilitation plan and carries out respective services of that plan.

MINIMUM QUALIFICATIONS

Good knowledge of: instructional methods; counseling techniques; problems associated with blindness; community resources available for the blind.

Experience: developing and implementing lesson plans and training programs; assessing students' learning capabilities and evaluating progress; making oral presentations to groups.

SPECIALTY AREAS

Some positions require one or more of the following: good knowledge of alternative daily living activities used by the blind; experience reading and writing Braille; experience using or teaching a slate and stylus; experience traveling independently using a cane; experience proficiently using a keyboard and operating a personal computer; good knowledge and/or experience teaching adaptive technology; AER/Academy certification in RT, O&M, LTV; AER/Academy certifiable in RT, O&M, LVT; or have a current Teacher's Certification.

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