

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER – VISION
REPORTS TO: Exceptional Student Education Specialist
SUPERVISES: Not Applicable
QUALIFICATIONS: Master’s degree from an accredited college or university. State certification in Visually Impaired K-12 or a related field. Five (5) years of teaching experience as a Teacher of the Visually Impaired (TVI).
MAJOR FUNCTION
Assists the ESE Specialist with overall coordination of the vision services for students who have visual impairments.
ESSENTIAL RESPONSIBILITIES
Under the direction of the ESE Specialist, <ul style="list-style-type: none"> • Assists in the development and implementation of processes to monitor vision services. • Assists in development and provision of district training components for new and existing vision staff. • Assists in development of processes to continually maintain compliance with state and federal regulations related to the visual impaired. • Coordinates vision services for all students. • Assigns vision staff to schools and shifts assignments as needed to ensure services to students. • Processes and tracks all initial vision assessments countywide. • Assists in the development and provision of district training components for vision staff. • Maintains inventory and manages all transfers of therapy equipment utilized by students. • Acts as vision liaison with institutes of higher education for whom we are providing clinical sites for fieldwork education. • Applies knowledge of operational, organizational, fiscal and procedural regulations to the operation of the vision education. • Maintains current knowledge of state and federal statutes, and guidelines, as well as best practices, related to vision education. • Performs other related duties as required.
TERMS OF EMPLOYMENT
<i>Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i> <i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i> <i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
HISTORY OF JOB CLASSIFICATION
ISSUED: 07/10/16 CH; BOARD APPROVED: 08/23/16

COORDINATOR, OTHER – VISION

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other – Vision – INS