TITLE: **Itinerant Certified Orientation and Mobility Specialist**

QUALIFICATION: Bachelor's and/or Master's Degree in Special Education Current Ohio Pupil Services License-COMS AER/Academy certification. Must be able to travel to various locations on a daily basis.

REPORTS TO: Director of Intervention and Support Services or Designee

JOB SUMMARY: Assist students with blindness and visual impairments to achieve maximum independence through instruction in safe, efficient travel within a variety of settings. The COMS travels to the students' assigned schools or other location to provide direct and/or consultative special education services relating to vision loss. The COMS is prepared to provide service to an array of student's pre- school through high school with blindness, vision loss, and accompanying disabilities. Community-based services and bus/transportation training is a critical component of the O & M program.

ESSENTIAL FUNCTIONS:

1. Perform functional vision evaluations and learning media assessments on new referrals and re-evaluations as requested. Write and interpret reports.
2. Interpret eye medical reports as they relate to educational environments.
3. Assess the extent visual impairment may affect school/community travel.
4. Assist in determining the eligibility and the appropriate placement of students with visual impairment per Ohio definition of visual impairment and special education.
5. Comply with local, state, and federal regulations regarding due process procedures.
6. Serve as integral team member and work cooperatively with local school district administrators, administrators of assigned schools, teachers, parents, and other appropriate team members.
7. Orient the classroom teachers to the unique travel needs of students with visual impairments.
8. Identify and provide appropriate orientation and mobility instruction to students in a variety of settings and needs.
9. Write measurable goals and objectives for individual students. Progress monitor and provide data reporting per district need.
10. Assist in the modification of the classroom and school environment for the student with visual impairment.
11. Provide training in the following special skills when appropriate: optical aids, concept development and cane travel.
12. Assist and participate in the transition processes for early childhood and high school. Work with agencies to promote a smooth transition process.
13. Recommend appropriate specialized equipment for student travel needs.

14. Provide direct instruction to student per IEP goals and objectives.
15. Obtain necessary training and updates for Van Driver's License (ODE rules). Hold a valid Ohio Driver's License and provide own transportation. Must be able to travel to various locations on a daily basis.
16. Promptly submit all student billing, travel forms, leave requests, reports, by stipulated deadlines.
17. Protect confidentiality of students and comply with HCESC policy and procedures.
18. Maintain professional currency through yearly growth and development.
19. Instructs students with visual impairments in residential and business areas.
20. Instructs students with visual impairments appropriate use of public transportation.
21. Transport students to teaching locations.
22. Writes weekly lesson plans and maintains student progress data.
23. Maintain appropriate attendance per HCESC policy.
24. Exhibit professionalism by managing conflict and offering positive solutions.

TERMS OF EMPLOYMENT:
Shall be appointed to a limited contract with the number of work days established by the employment contract. Salary to be established by the Board.

EVALUATION:
Itinerant Certified Orientation and Mobility Specialist will be evaluated in accordance with the provisions of the Board's evaluation policy.

Itinerant Certified Orientation and Mobility Specialist:

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:

F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS:

Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description)

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
O	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist as required on a daily basis.
F	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
O	**Crawling:** Moving about on hands and knees or hands and feet as required on a daily basis.
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
F	**Moderate Carrying:** Items weighing 15 to 44 pounds
F	**Heavy Carrying:** Items weighing 45 pounds and over
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
F	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
O	**Kneeling:** Bending legs at knees to come to rest on one or both knees (1-2 hours per day)
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
F	**Moderate Lifting:** Objects 15 – 44 pounds
F	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Enough to be able to get out of own vehicle and walk in and out of school, community environments.

O	**Pulling Hand over Hand:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion as required on a daily basis.
O	**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward as required on a daily basis.
F	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
F	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
F	**Sitting:** Particularly for sustained periods of time
F	**Standing:** as required on a daily basis.
F	**Walking:** Moving about on foot, particularly for long distances as required on a daily basis.
F	**Visual Requirement:** Enough to Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print and long distances.
F	**Hearing Requirement:** Enough to: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation
	Other Physical Requirements: Describe:

MENTAL REQUIREMENTS:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis

F	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoke word, communicating orally with others accurately, loudly, and quickly
N	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
N	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
	No mathematical ability is required
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
F	Ability to compute, analyze, and interpret numerical data for reporting purposes
N	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
F	Is exposed to excessive noise. Braille production printers.
O	Is around moving machinery
O	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, radiation, microwave (circle). Dust, fumes, microwave.
F	Drives motorized equipment
F	Works in confined quarters
	DEVICE OPERATION:
	List all computers, peripherals, and other hardware required to perform this job: Braille workstations, laptops, student braille writers.
	List all computer software required to perform this job: KB, JAWS, Keyboarding software, Zoomtext.
	List all office machines required to perform this job: Xerox.
	List all vehicles that must be operated to perform this job: Car.
	List any other machines (including heavy equipment) required to perform this job:
	List all tools involving manipulation that are required to perform this job:

Indicate any additional pertinent information about the requirements for this job that have not been previously addressed on this questionnaire: