



## RHODE ISLAND COLLEGE JOB DESCRIPTION

August, 2021

Title:	<b>Vision Education and Services Coordinator</b>
Status:	Part time, 90 days,
Starting Salary Range:	\$90 per hour
Union Affiliation:	Non-Union (BOG)
Reports To:	Executive Director, Paul V. Sherlock Center on Disabilities

### **PRIMARY PURPOSE:**

The individual will coordinate activities of the Rhode Island Vision Education and Services Program (RIVESP).

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions

- Oversee the implementation of strategies for continuous tracking of population changes and needs.
- Coordinate the activities of the Rhode Island Teacher of Students with Visual Impairments to effectively meet these needs.
- Supervise, evaluate and support the Teachers of the Visually Impaired (TVI) and Orientation & Mobility Specialists using a RIDE approved evaluation system.
- Develop, implement and evaluate a mechanism for collecting information on the outcomes achieved by these children and for evaluating the effectiveness of services and supports.
- Develop, implement and evaluate a mechanism to link vision services with the instructional efforts of local school districts.
- Be the bridge that links the efforts of the Rhode Island Department of Education Office of Special Needs, the Rhode Island Department of Human Services Office of Early Intervention, the Rhode Island Department of Human Services.
- Report to the Rhode Island Department of Education Office of Special Needs, the Rhode Island Department of Human Services Office of Early Intervention, the Rhode Island Department of Human Services as required by them.
- Participate as needed with the Legislative workgroup reviewing the Rhode Island Vision Education Services Model
- Identify and develop grant proposals to support current and future initiatives.

#### Occasional Job Functions

- Travel to schools, Early Intervention sites, and other agencies as needed.
- Provide professional development to various service providers.
- Provide community outreach.
- Perform other duties and responsibilities as assigned by the Director, Paul V. Sherlock Center on Disabilities

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Knowledge of Early Intervention and Special Education systems in Rhode Island.
- Knowledge of the RI Teacher Evaluation System
- Knowledge of pertinent laws and regulations.
- Knowledge of research about best practices for educating children with visual impairments.
- Knowledge of strategies for assessing the programmatic needs of these children.
- Knowledge of strategies for monitoring the effectiveness of programs.
- Ability to collaborate with professionals and families.
- Effective communication skills – verbal, written, and electronic.
- Familiarity with Education Union Contracts

**QUALIFICATION STANDARDS:**

**Required:** Master's Degree in a discipline related to the education and a valid RI Administration Certification. Experience in needs assessment and outcome measurement and evaluation of teachers who serve special populations.

**Preferred:** Experience as a Special Education Administrator and/or approved RI Department of Education Teacher Evaluator.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

**In order to bring excellence through diversity, Rhode Island College strongly encourages qualified members of protected classes and under-represented groups (including persons with disabilities) to apply and identify themselves as such.**