

Coordinator IV, Vision Services

Position Details

Job Code: U7403

Reference Code: A387

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for the supervising, coordinating, leading and evaluating the Vision Services Department. The Vision Services Department provides specialized instruction and consultative services to meet the individual needs of students with low vision and blindness. This position reports directly to the Director, Special Programs and Projects. This position reports directly to the Director, Transition Services, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provide expertise, technical assistance and instructional leadership to the Vision Services Department and school stakeholders to improve the quality of education for students with low vision and blindness receiving special education services.
2. Coordinate special education services including direct instruction, consultative services, production of accessible instructional materials and transition services for low vision and blindness receiving special education.
3. Provide consultative services to multi-disciplinary and individualized education program (IEP) teams to best serve students with low vision and blindness in the least restrictive environment (LRE).

4. Plan, organize, and coordinate professional learning and team meetings for the Vision Services Department and provide in-services for schools and district departments.
 5. Approve curriculum, instructional materials and assistive technology and equipment orders.
 6. Propose, monitor, and balance the Vision Services Department budgets.
 7. Work effectively with human resources, review applications, interview and hire all Vision Services Department personnel (licensed and support professional).
 8. Facilitate public relations by providing presentations, memos, letters, informational resources, social media and electronic communication.
 9. Review and interpret eye reports and other medical records associated with visual impairments.
 10. Serve in a problem solving capacity with school personnel and parents/guardians.
 11. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of laws and regulations that govern the education of students who are in need of additional supports to meet District and state standards.
2. Knowledge of Individuals with Disabilities Education Act (P.L. 101-476), Section 504, P.L. 99-457, Nevada Administrative Code (NAC), and the Americans with Disabilities Act (ADA).
3. Understanding and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities, early childhood education, and gifted education.
4. Knowledge of assistive technology specific to students with low vision and blindness.
5. Knowledge of the Unified English Braille Code and Nemeth Code.
6. Knowledge of District, state, and federal resources for students with visual impairments.
7. Demonstrate thorough working knowledge of federal, state, and local mandates.
8. Demonstrate thorough working knowledge of special education programs and services in the District.
9. Communicate and collaborate across the organization with the intent of supporting schools, building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork.
10. Possess a high degree of conflict management skills and ability to utilize effective problem solving strategies.

11. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
 12. Foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
 13. Demonstrate high level of skills in planning, organizing, and coordinating the activities of others in a pleasant, efficient manner.
 14. Exhibit strong written and oral communication skills.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in the field of special education with a concentration in visual arts in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in the field of special education with a concentration in visual arts in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Must have completed at least three (3) years of successful experience in special education programs and/or related services demonstrating a leadership role.

Preferred Qualifications

1. Demonstrated experience in working with students and adults.
2. Demonstrated experience in conducting in-service/training activities.
3. Demonstrated writing ability.
4. Demonstrated teaching experience in special education programs.
5. Demonstrated teaching experience with students with low incidence disabilities.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/05/22
- Created: 11/14/08