California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☒ CURRENT
☐ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Teacher Specialist, School for the Blind	Assessment Center TVI/O&M

BRANCH
Building Educational Success Together

DIVISION	OFFICE
State Special School & Services	California School for the Blind

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R03	SE		184-642-9153-001	Fremont

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
N/A	Non-Tenured - Exempt	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	Yes	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

CSB Assessment Center and Education Resource Center for the Blind and Visually Impaired:
The TVI/O&M specialist collaborates with other members of the team to provide assessment, consultation and support for visually impaired, blind, and deaf-blind students, birth to 22 from school districts throughout the state. These services are provided both on site at the California School for the Blind and in homes and educational settings throughout the state.

The incumbent must possess good judgment; strong organizational; the ability to effectively communicate with supervisor, staff, and public; be self-motivated to ensure goals are met and assignments are completed in a timely manner; be innovative and open-minded to establish new and different processes and policies to support the Education Resource Center's mission, vision and goals.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Director of the Statewide Outreach Services and Education Resource Center

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in a temperature-controlled environment with LED lighting. Primarily seated or at a sit/stand desk during work hours; may lift document boxes up to 25 lbs. Duties may involve kneeling, squatting, bending, reaching/overhead, or sitting. May interact with blind or visually impaired students and escort them during drills or emergencies. Position is on an open school campus and may involve proximity to service animals.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required:	80%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Perform collaborative assessments, including information gathering, referral analysis, selection of format, procedures, and instruments, consultation with stakeholders, observation, testing, and both oral and written interpretation of results for individuals, ages birth to 22, who are referred to the CSB Assessment Program. Substantial travel and collaboration are required.

Write comprehensive reports that include history, findings, and recommendations for student education programs in the areas of:
- Orientation and Mobility, including concept development, orientation skills, map skills, mobility skills, cane skills, community skills, time, telephone, money, and shopping skills, as appropriate for the student.
- Interaction with the core and expanded core curriculum, as appropriate for each student, including low vision assessments, functional vision needs for school and community, daily living skills, recreational interests, knowledge of visual impairment, and other areas of the expanded core curriculum. This should include knowledge of academic expectations for students in mainstream and special settings and development of typical learners.

Relative % of Time Required:	15%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Consult with educators, parents and students in response to their identified needs and questions regarding assessment and service provision for individuals with impairment. Develop and provide professional assistance to teachers and staff who work with students who are visually impaired by developing and conducting trainings and technical assistance.

Relative % of Time Required:	5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Other duties as assigned that support the California Education Resource Center for the Blind and Visually Impaired as well as the other facets of the California School for the Blind.

Relative % of Time Required:	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Relative % of Time Required:	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Relative % of Time Required:	☒ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

The incumbent must possess good judgment; strong organizational and electronic spreadsheet and data collection skills; the ability to effectively communicate with supervisor, staff, and public; be self-motivated to ensure goals are met and assignments are completed in a timely manner; be innovative and open-minded to establish new and different processes and policies to support the Education Resource Center's mission, vision and goals; and work kindly and collaboratively with all.

PERSONAL CONTACTS

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor