



We are pleased to announce that we are seeking qualified applicants for the position of

## VISION ASSISTANT

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1**      **Vision Assistant**  
**35-40 hrs/week, Mon-Fri, 7-8 hrs/day, 179 days**

**LOCATION:**            **Bend Education Center and assigned schools**

**START DATE:**        **August 30, 2021**

**SALARY RANGE:**    **As established by bargaining agreement, Classified Wage Schedule, no less than \$16.47/hr**  
**Benefits include family insurance package, sick leave, paid holidays.**

**QUALIFICATIONS:    DEFINITION**  
Under direction, the assistant implements individualized instructional and behavioral training programs with students as prepared and directed by a teacher of vision impaired according to the IFSP or IEP. The assistant assists in specialized materials production.

### QUALIFICATIONS

There is a minimum requirement of a high school diploma or equivalent. Experience working with vision impaired students is helpful, but training will be provided. Bilingual English/Spanish desired but not required. Must have the ability and willingness to work patiently and sensitively with students who have visual impairments and/or a variety of special needs. Must read, understand and carry out oral and written instructions. The employee is sometimes required to assist a student in standing, walking or sitting and may be required to lift and/or move materials, boxes or equipment up to 50 pounds. Qualifications include proficiency in computer and keyboarding skills, specifically in the use of Microsoft Word, Google Suite and video conferencing. The Vision Assistant should be willing to work in an itinerant setting so must have access to reliable transportation. Consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached full job description for additional information and performance responsibilities.

**APPLICATION PERIOD:**      **Open until filled**

**CONTACT:**            **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
**Sue Hayes, 541.693.5712 or [sue.hayes@hdesd.org](mailto:sue.hayes@hdesd.org)**

### A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org) or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)
- Three (3) professional letters of recommendation

### DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

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| APPROVED:  | 6/28/21 |
| <hr/> <b>DIRECTOR OF HUMAN RESOURCES</b><br><b>Posting # C21-22/123-6241</b> |         |

# **VISION ASSISTANT**

## **Definition**

Under direction, the assistant implements individualized instructional and behavioral training programs with students as prepared and directed by a teacher of vision impaired according to the IFSP or IEP. The assistant assists in specialized materials production.

## **Qualifications**

There is a minimum requirement of a high school diploma or equivalent. Experience working with vision impaired students is helpful, but training will be provided. Bilingual English/Spanish desired but not required. Must have the ability and willingness to work patiently and sensitively with students who have visual impairments and/or a variety of special needs. Must read, understand and carry out oral and written instructions. The employee is sometimes required to assist a student in standing, walking or sitting and may be required to lift and/or move materials, boxes or equipment up to 50 pounds. Qualifications include proficiency in computer and keyboarding skills, specifically in the use of Microsoft Word, Google Suite and video conferencing. The Vision Assistant should be willing to work in an itinerant setting so must have access to reliable transportation. Consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Classified

**Reports To** Teacher of the Vision Impaired and/or Program Supervisor

## **Performance Responsibilities**

1. Successfully learn required skills (i.e., Braille, human guide techniques, technology in the vision related field)
2. Understand collaborative behavioral approaches
3. Successfully assist the Teacher of Vision Impaired in implementation of specialized programs
4. Become familiar with student curriculum (i.e., social studies, math, etc.)
5. Provide student tutoring under general direction of the Teacher of Vision Impaired and/or classroom instructor
6. Interpret classroom related activities for students with vision impairment under direction of the Teacher of Vision Impaired and/or classroom teacher
7. Help adapt and produce materials into large print or tactile formats including braille
8. Attend and participate in appropriate meetings
9. Maintain harmonious working relations with other employees and school staff
10. Communicate appropriately and regularly through use of email
11. Respect and maintain confidential information in all situations
12. Fulfill other duties as assigned by the Teacher of Vision Impaired or supervisor

## **Terms of Employment**

Salary, benefits and vacation are established by policy and collective bargaining agreement.