



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### BLINDNESS SKILLS INSTRUCTOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Blindness Skills Instructor	I30221	65	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Provide instruction in independent living and blindness skills training to persons with visual impairments for the purpose of improving skills related to employment and performance of activities of daily living. Incumbent may train blind or visually impaired persons in activities such as the use of assistive technology, orientation and mobility (cane travel), Braille, home management skills, industrial arts, and personal management skills.

#### Nature of Work

Blindness Skills Instructors (BSI) train blind or visually impaired consumers to use alternative techniques that incorporate non-visual or low-vision methods. The BSI assesses each consumer's level of functioning in areas such as orientation and mobility, reading, use of assistive technology, performance of activities of daily living, and progress towards the accomplishment of the consumer's individual goals. The BSI develops an Independent Living Plan (ILP) or Individualized Plan for Instruction (IPI). The BSI considers a range of information in developing the consumer's ILP or IPI, including: individual goals, Individualized Plans for Employment, visual acuity, medical reports, educational records, natural supports, vocational and other assessments, factors related to the built and natural environment, and ability to benefit from training. BSI teach the consumer to travel independently using a long white cane; to use public transportation; to use tactile methods to perform visual tasks; to read and write Braille; to use large print; to use optical magnifiers; to use video magnifiers; to use screen magnification software; to use screen reading software; to use optical character recognition (OCR) software; to use digital recorders; to use digital book players; to use telephone-based newspaper reading systems; and to use other appropriate assistive technology designed to aid persons who are blind or visually impaired. The BSI also provides information and referral on other services which may include rehabilitation counseling, disability benefits, community resources, consumer organizations, and peer support. The BSI is required to maintain detailed case notes to document the individual training, progress, and completion of the ILP goals or IPI.

#### Distinguishing Characteristics of Levels

*Examples of work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Tracks each consumer's progress and complete progress updates according to agency policies and procedures.

## BLINDNESS SKILLS INSTRUCTOR

- Develops daily, weekly, and monthly individualized instructional lesson plans based on each consumer's specific needs and abilities as needed.
- Prepares weekly, monthly, and quarterly reports indicating progress and outlining future instruction in accordance with agency policies and procedures.
- Assesses a blind consumer's specific needs and abilities to travel independently using a long white cane and provides instruction to the consumer based on the assessment.
- Assesses a blind consumer's specific needs and abilities to manage personal and home affairs using non-visual and low vision techniques and provides instruction to the consumer based on the assessment.
- Assesses a blind consumer's specific needs and abilities to access computers using screen reading, screen magnification, and text to speech or text to magnification software programs and provides instruction to the consumer based on the assessment.
- Assesses a blind consumer's specific needs and abilities to use a variety of low vision and assistive technology devices designed for the blind and visually impaired and provides instruction to the consumer based on the assessment.
- Assesses a blind consumer's specific needs and abilities to read and write using Braille or low vision or assistive equipment or devices and provides instruction to the consumer based on the assessment.
- Provides information on alternative techniques used by the blind and visually impaired in daily living.
- Evaluates and recommends changes to the course curriculum to implement new teaching techniques to facilitate learning.
- Manages a budget to ensure maximum service delivery.
- Refers consumers to appropriate blindness related or community resources to promote independent living.
- Attends workshops, health fairs, conventions, conferences, or support groups to provide general information about the programs and services offered by the agency.

### **Recommended Education and Experience for Full Performance**

Bachelor's Degree in any field, and two (2) years of experience in a field such as orientation and mobility, vocational rehabilitation counseling, teaching, social work, gerontology, family and community services, child development, home economics related to families, or administration of programs for people with disabilities, or associates degree in education, a social science, behavioral science, or related field and a certificate in an area specific to working with people who are blind or visually impaired.

### **Minimum Qualifications**

Associate's Degree in Education, Social Science, Behavioral Science, or related field and two (2) years of experience in a field such as orientation and mobility, vocational rehabilitation counseling, education, social work, gerontology, family and community services, child development, home economics related to families, or services for people with disabilities. Additional education may substitute for the required experience on a year for year basis. Experience in this job classification may substitute for the required education on a year for year basis.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

## BLINDNESS SKILLS INSTRUCTOR

### Knowledge

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Therapy and Counseling** — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Transportation** — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

### Skills

**Speaking** — Talking to others to convey information effectively.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Instructing** — Teaching others how to do something.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Monitoring** — Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Statutory Requirements:** N/A

## BLINDNESS SKILLS INSTRUCTOR

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 03/08/2013

**Revised:**

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*