



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 1019

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**VISION ASSISTANT**

GRADE F

**SCOPE OF WORK:**

Work involves assisting in the delivery of direct mobility and orientation instruction and other skills in core curriculum areas for children and adults who are visually impaired. Work is performed under the direction of the Orientation & Mobility Specialist.

**DUTIES PERFORMED:**

- Provide instruction in pre-cane skills, sensory-motor, spatial, and other sensory training.
- Assist in providing instruction and consultation in areas such as assistive technology, Braille, career education, daily living, social interaction, recreation and leisure, visual efficiency, and self-determination.
- Conduct initial screenings of new referrals to prepare for the assessment and evaluation of individuals' needs.
- Prepare materials for use in instruction by creating tactual maps and adapting materials into large print, Braille, and audio formats.
- Provide technical assistance and in-service training for visually impaired individuals, their families, school staff, care providers, and co-workers.
- Assist with planning, developing, and delivering in-service presentations for groups.
- Research, order, and dispense equipment and other aids for the visually impaired.
- Prepare and file records and reports.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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**MINIMUM QUALIFICATIONS:**

Requires high school graduation or GED and three years of work experience that involved extensive client/customer contact in a health, human services, or educational setting. Two years of college coursework may substitute for a year of the required work experience.

Eff. Date: 8/98

Rev: 5/06 - Updated scope, duties, minimum qualifications, and class evaluation.

Rev: 7/12 – Conversion to Hay System