

## **CERTIFIED STAFF JOB DESCRIPTION**

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### **Teacher of the Blind and Visually Impaired**

*Reports to: Building Principal in collaboration with Executive Director of Special Services*

**General Summary:** Responsible for providing, in collaboration with the student's IEP team, consultation and/or direct services to students whose visual functioning interferes with educational performance. Provide individualized orientation and mobility evaluation and instruction for blind or vision impaired students, ages 3-21. Assist students with visual impairments to achieve maximum independence through instruction in safe, efficient travel within the home, school, and community. Provide both direct instruction and consultation to students with visual impairments. Monitor the students' progress in academic subjects and provide instruction in compensatory skills as needed in the areas the students may have difficulty with as a result of the visual impairment. Conduct functional vision evaluations, learning media assessments and produce written reports. Attend IEP meetings and required staff meetings. Collaborate with both special and general education staff.

#### **Essential Functions:**

- 1) Assist the district in making appropriate referrals for vision services.
- 2) Review ophthalmologic reports; assess students' functional vision, media and mobility.
- 3) Consult with diagnosticians, classroom teachers, students, and parents concerning appropriate evaluations, modification, and test administration.
- 4) Assess students' functional vision and prepare written reports with information for district use.
- 5) Assist district personnel to develop individual student goals and objectives for Individual Education Program (IEP).
- 6) Locate or provide the district with information to locate adaptive materials.
- 7) Teach district personnel skills needed to instruct or assist visually impaired students.
- 8) Work as liaison with other agencies in the vocational assessment process.
- 9) Provide modified materials to the classroom teacher.
- 10) Provide instruction and usage in the skills of:
  - a. Braille reading and writing, low vision devices
  - b. Typing/keyboarding, adaptive devices (e.g., computers, note takers, tape recorders)
  - c. Concept development (especially for early childhood students)
  - d. Daily living/self-help skills
  - e. Career readiness
  - f. Leisure and recreation skills
  - g. Social skills
  - h. Organizational and study skills
  - i. Self-advocacy
- 11) Facilitate social integration and interaction with peers.
- 12) Participate in transition planning.

- 13) Monitor the students' progress in academic subjects and provide instruction in compensatory skills as needed in the areas the students may have difficulty with as a result of the visual impairment.
- 14) Provide progress reports as indicated by school handbook/district policy.
- 15) Inform on a regular basis various special education and district personnel of progress and needs of the students with visual impairment. Provide input into students' schedules and planning for all special services such as direct instruction and orientation and mobility.
- 16) Supervise material preparation and acquisition.
- 17) Liaison between community, outside related services, and school district.
- 18) Provide information about district and/or regional vision programs to the schools and community.
- 19) Provide information concerning recreational and summer programs to parents and students and assist with application forms and procedures. Such activities might include Missouri School for the Blind and Visually Impaired summer school.
- 20) Maintain a reference library of current professional materials.
- 21) Acquire information about current research, development, and technology by attending conferences, workshops, and area meetings and by reading journals in the field of visual impairment.
- 22) Submit requests for instructional materials, conferences, field trips, and personnel needs.
- 23) Participate in continuing education to ensure continued professional growth and awareness.
- 24) Perform other duties/responsibilities as assigned at the request of the superintendent, superintendent designee, or principal.

**Qualifications:**

1. **Education level** – Bachelor of Science or Bachelor of Arts Degree.
2. **Certification or Licensure** – Certified/Licensed by the Missouri Department of Elementary and Secondary Education to teach the Visually Impaired
3. **Experience desired** – Three years' experience teaching students with visual impairments.
4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan. Knowledge of the Special Education Process and laws. Multi-certified. Must be self-motivated and able to complete job assignments without direct supervision. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.
5. **Equipment/Material Handled** – Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.
6. **Physical Requirements/Environmental Conditions:** Requires both inside and outside assignments. prolonged sitting and standing; requires stooping, bending, reaching, climbing, squatting, kneeling, and lifting; requires physical exertion to manually move, lift, carry (up to 50 pounds), pull, or push heavy objects, furniture, or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; flexibility and patience are required; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

**Evaluated By:** Building Principal and Executive Director of Special Services

**Length of Contract:** 184

**Type of Position:** Exempt

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties assigned are at the discretion of the superintendent.*

Board Approved: 5-11-17

**Evaluated By:** Principal in collaboration with Executive Director of Special Services.  
**Length of Contract:** To be determined and established by the Board of Education  
**Type of Position:** Exempt

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.*

Employee Signature: _____	Date: _____
Superintendent's Signature: _____	Date: _____

*Board Approved: 10-13-11*