

**CERTIFICATED JOB DESCRIPTION**

---

**TEACHER OF THE VISUALLY IMPAIRED**

---

**JOB SUMMARY:**

Under the supervision of the site administrator, the Teacher of the Visually Impaired (VI) provides students with disabilities a program that enables him/her to reach his/her fullest physical, emotional, psychological, and behavioral potential. Provides consultation, coordination, planning, curricular resources, evaluation, remediation, and direct instructional services for students with special needs placed in a general education/RSP/Special Day Class setting per their student's Individualized Education Programs (IEPs).

**ESSENTIAL JOB FUNCTIONS:**

- Serves VI students in general education/RSP/Special Day Class settings per IEPs (pull-out or push-in). Supervises and directs provision of services to VI students by VI program assistants/transcribers, if any.
- Assesses students for functional vision as requested.
- Assesses students on caseload as required.
- Anticipates need for modified state/District assessment materials (large print, Braille versions, etc.) and places orders with Pupil Services or testing office at the Educational Services and Support Center.
- Instructs classroom staff on VI issues/considerations and needed accommodations to instruction.
- Instructs school staff on VI issues and challenges relative to participation and instruction in the school community.
- Teaches/works with parent (ongoing) on VI issues impacting their lives at home and in the community.
- Develops and implements teaching units for students at the classroom level around disability awareness/vision impairment.
- Develops general familiarity with District curriculum to anticipate needed accommodations/modifications.
- Provides needed modifications to classrooms (labeling, position of materials, etc.).
- Develops and maintains needed materials for student instruction; orders Low Incidence equipment for program and students.
- Assesses students and develops required reports and IEPs, conducts annual reviews and triennial reviews keeping to legal timelines.
- Submits all required paperwork to District within timelines.
- Maintains complete student files to include all special education documentation, student data logs, and parent contact logs, etc.
- Communicates regularly with the Pupil Services Department.
- Effectively utilizes District office mail, email, and voicemail; consistently participates in regularly scheduled District meetings regarding the VI program.

**NON-ESSENTIAL FUNCTIONS:**

- Performs other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Credentials, Certificates, Licenses, or other Requirements:**  
Education Specialist Credential—Visual Impairments or equivalent.
- **Education and Experience:**  
Applicants should have post-graduate coursework in Special Education for visually handicapped. Experience working with students ages 3 to 21 is preferred. Applicants must have experience working as a member of a multidisciplinary team doing assessments, interpreting ophthalmological evaluations, writing intervention plans, and providing family/staff consultation. Bilingual (English/Spanish) skills are desirable.
- **Knowledge and Abilities:**  
Knowledge of a variety of strategies designed especially to assess and teach visually impaired students ages 3 through 21.

Ability to: Serve as a consultant to a multidisciplinary staff and parents and to write developmental summaries and consultant reports; make oral presentations to a variety of audiences; evaluate and update assessment profiles; advise on the implementation of the IEP; explore public and community program options; interface with agency personnel on specific issues related to students in the program; analyze and evaluate results of diagnostic information; design and conduct inservice training for teachers, administrators, and parents; and plan teaching strategies and appropriate objectives. Perform the physical demands of the position.

- **Working Conditions and Physical Abilities:**  
Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel; bend at the waist; reach overhead and above the shoulders horizontally to retrieve and store files and supplies; and lift light objects.
- 

*Certificated Salary Schedule*

BOARD APPROVED: 7/13/07

REVISION DATES: