SAN MATEO COUNTY OFFICE OF EDUCATION
TEACHER, VISUALLY IMPAIRED

JOB SUMMARY
Under the direction of an assigned administrator, provide specially designed instruction as outlined in IEP to students with visual impairments; assess, monitor and report on student progress; work collaboratively with parents, staff and agencies to address educational needs of students as related to the student’s functional vision.

ESSENTIAL DUTIES
- Provide individualized instruction and accommodations/modifications for the purpose of addressing students’ academic and social needs as determined by functional vision assessment results;
- Participate on the IEP team to design individual educational programs for special education students who are found eligible for specialized vision and/or orientation and mobility services;
- Conduct on-going reviews of the IEP and monitor progress of students;
- Assess students using formal and informal assessments for the purpose of identifying educational needs including curricular, social and equipment needs; monitor, evaluate and report on the progress of students;
- Confer with parents and professional staff for the purpose of addressing problems and/or concerns related to the education of students with vision impairments;
- Counsel students and their parents for the purpose of facilitating/supporting vocational planning, social adjustment, and agency/support service awareness;
- Establish and maintain a cooperative working relationship with community agencies for the purpose of facilitating the educational program for students;
- Serve as a resource to general and special education teachers, provide formal and informal training, guidance and assistance to educators, parents, service providers and agencies, as needed;
- Assist in the assessment of referred students;
- Implement extended core curriculum as it pertains to orientation and mobility, functional living skills, vocational skills, and recreational/leisure activities.
- Direct and train staff as related to students’ functional vision needs;
- Maintain materials required for students with visual impairments for the purpose of accessing current curriculum including ordering, inventorying, storing, and issuing books and materials;
- Provide Braille instruction and training in other special learning media for the purpose of assisting students in accessing classroom curriculum;
- Provide large print Braille, taped and recorded materials required by the classroom teacher for the purpose of assisting students in accessing classroom curriculum and to participate socially;
- Transcribe/enlarge classroom assignments into Braille/large print for the purpose of assisting students in accessing the curriculum;
- Maintain accurate records of pupil enrollment registers, service schedules, assessment data collection, and other required information;
- Establish and maintain a sanitary, safe, orderly, attractive and positive learning environment;
- Maintain strict student and parent confidentiality;
- Stay current with issues, laws and regulations regarding special education, educational trends, and other issues related to children with exceptional needs;
- Participate in professional development activities to stay current in all aspects of educating students with visual impairments;
- Perform other related duties, as assigned.
KNOWLEDGE OF:

- Instruction, assessment, accommodations and modifications for students with visual impairments;
- Visual impairments, including development progression of vision impairments, related educational needs, and available resources and how to obtain them;
- Braille code awareness, operation and use of current assistive technology required for students;
- IEP process;
- Transition planning for visually impaired students;
- Child growth, development and behavioral characteristics;
- Positive discipline and classroom management techniques;
- Applicable policies, guidelines, rules, regulations, laws and codes.
- Extended core curriculum as it pertains to orientation and mobility, functional living skills, vocational skills, and recreational/leisure activities.

ABILITY AND SKILLS TO:

- Instruct and assess students with visual impairments;
- Design individual educational programs for students with visual impairments;
- Use assistive technology with students with visual impairments;
- Provide Braille instruction and transcription;
- Identify appropriate instructional materials and equipment;
- Counsel, confer and collaborate with students, parents, professionals and agencies;
- Provide training, guidance and assistance to parents, professionals and agencies;
- Facilitate and participate in the IEP process;
- Train, evaluate and oversee the work of assigned personnel;
- Communicate effectively orally and in writing;
- Manage and prioritize multiple activities and be flexible given a variety of situations;
- Meet deadlines and complete assessments in a timely manner;
- Work effectively in a team environment with parents, staff, service providers and agencies.

WORKING CONDITIONS:

Environment:
Indoor and outdoor work environments

Physical Demands:
- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk
- Seeing to read a variety of materials, or skills at using adaptive technology to access written text
- Sitting or standing for extended periods of time
- Ability to react quickly
- Hearing and speaking to exchange information and make presentations, or skills at using assistive technology to engage successfully in information exchanges
- Dexterity of hands and fingers to operate a computer keyboard

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