

## **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