

JOB DESCRIPTION  
April 2017

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**TEACHER, VISUALLY IMPAIRED PROGRAM**

**General Purpose:**

A Teacher, Visually Impaired Program is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Teacher, Visually Impaired Program teaches individuals with disabilities related to vision. The Teacher, Visually Impaired provides instruction to promote progress in all areas of educational development.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Acts as case manager for students enrolled in his/her case load which includes but is not limited to: prepares future Individualized Education Plan (IEP) forms utilizing web based IEP system; receives and distributes reports for service provider unable to attend IEP; notifies administrator and/or staff regarding student information or assessment plans; co-chairs each IEP following a prescribed format; completes web based IEP paperwork within prescribed time period; and ensures delivery of a copy of the signed IEP to administrator.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Provides program instruction for individual learners.
- Plans, administers, and interprets student evaluations.
- Prepares written reports as required, including functional vision assessment.
- Develops and maintains positive working relationships with parents, guardians, and significant others.
- Meets with parents on a regular basis to review student progress and work on individual education-related issues.
- Works closely with other members of the program staff to develop and maintain curriculum and standards.
- Participates in transition plans for students moving to other environments.
- Works cooperatively with personnel from the student's district of residence and/or outside agencies providing services to the student and family.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Provides training, direction and supervision for assigned ancillary staff.
- Makes or recommends environmental modifications to facilitate educational experiences for individuals with visual impairments.
- Requisitions materials and supplies in timely manner.
- Maintains attendance accounting, submitting this and other required reports in a timely manner.
- Instructs students and significant adults in the use of technological aids appropriate to the student's disability.
- Complies with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Placer County Office of Education; and policies of the local district(s) as assigned.

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### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- Required level of education in order to obtain the appropriate authorization from the California Commission on Teacher Credentialing (CTC) for the position.

#### **Experience:**

- Professional training and paid or volunteer experience working with individuals with disabilities.

### **Knowledge, Skills and Abilities:**

- Knowledge of subject area and current instructional methodologies and techniques associated with the visually impaired child.
- Knowledge of psychological, social, and vocational impacts of visual impairment.
- Skills in administration, analysis, and interpretation of a variety of assessment measures.
- Ability to work with community agencies and resources serving individuals with visual impairment.
- Ability to work effectively with parents, community and education colleagues in and outside the program.
- Ability to function as a positive, contributing member of an educational team.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an appropriate California teaching credential authorizing specialized services to students with visual impairment.
- Must possess authorization to teach English Language Learners.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.

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- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based upon education and experience

Reviewed and Approved:

Supervisor: 

Date: 4-20-17

Human Resources: 

Date: 4/19/17