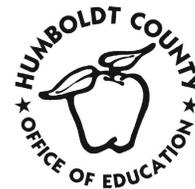


HUMBOLDT COUNTY OFFICE OF EDUCATION
CERTIFICATED JOB DESCRIPTION

VISUALLY HANDICAPPED SERVICES TEACHER



Garry T. Eagles, Ph.D.
Superintendent

General Description

The Visually Handicapped Services Teacher shall report directly to the designated program administrator and assume responsibility for planning, coordinating and implementing programs and services designed to address the unique needs of children identified as visually impaired. The Visually Handicapped Services Teacher shall observe, consult with and assist special and regular education staff as they adapt classroom instructional strategies to accommodate students with varying visual handicaps. The Visually Handicapped Services Teacher shall also serve as a liaison between the school and various related community agencies and professionals that provide services to visually handicapped children and their families.

Minimum Qualifications

1. Possess and maintain a valid California Special Education credential to teach visually handicapped individuals.
2. Demonstrate competence in communicating effectively with children and parents, staff members and representatives of other agencies.
3. Possess specialized skills, experience and training in the areas of instructional methodologies, curriculum design/modification and the use of technology designed to compensate for one's visual impairment.
4. Demonstrate knowledge of and experience with various community resources associated with the special needs of visually impaired/blind youth and their families.

Duties and Responsibilities

1. Provides direct instruction to students and periodic consultation as needed to help the visually impaired student function maximally within the school setting.
2. Assists the IEP Team with student assessment, individualized instructional plan design, implementation and progress monitoring for each student.
3. Provides advice on establishing and maintaining a classroom atmosphere and environment which lessens the impact of the student's handicapping condition.

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4. Facilitates the student mainstreaming process by providing support services to the regular and/or special education classroom teacher.
5. Demonstrates alternative methods, techniques and educational strategies to facilitate special student learning needs.
6. Develops individual lessons to coincide with classroom curriculum areas, selects materials and/or obtains specialized aids needed by the student and classroom teacher.
7. Provides information to IEP and assessment teams regarding resources available to children and families.
8. Assists students, parents, staff and sighted peers in understanding visually impaired students through inservice training and consultation.
9. Develops instructional units that address fine and sensory motor skills needs.
10. Demonstrates the proper use and care of specialized adaptive equipment as may be required by the student's physical impairment.
11. Assists in transition of students from program to program in keeping with goals identified by IEP Team.
12. Maintains ongoing contact with parents to assist them in development of realistic understanding of child's abilities, progress and future goals.
13. Assists in the coordination of other personnel, such as transcribers, readers, counselor, orientation and mobility specialists and career/vocational staff.
14. Acquires and disseminates information on current research, development, technology and other resources related to the visually impaired.
15. Establishes and maintains comprehensive student/program files as required.
16. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
17. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.
18. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
19. Effectively communicates with staff, parents and agencies.

20. Attends regular and special staff meetings and actively participates as a member of the educational team.
21. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
22. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.
3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

10/21/92:gj

Updated 05/07/98

Retyped 02/02/06:sg