Ohio Valley Educational Service Center

TITLE: Teacher of Visual Impaired

QUALIFICATIONS:

1. Valid Ohio Education of the Visually Handicapped Certificate
2. Minimum of Bachelor's Degree
3. Experience preferred
4. Valid driver's license or have transportation to job related functions
5. Such alternatives to the above qualifications as the OVESC Board find appropriate and acceptable.

RESPONSIBLE TO: Superintendent, or Designee

FUNCTION: Under general supervision, constructs and implements individual education plans for students with visual impairments, conducts evaluations required to determine eligibility for services and to document student progress toward goals and objectives; participates in parent conferences to share information pertaining to student progress; and provides support to the general education staff. Participates in building level IAT's.

RESPONSIBILITIES:

1. Provides individual therapy to students with visual impairments.
2. Assists in the evaluation process of students with suspected visual impairments and re-evaluation of assigned students.
3. Prepares and implements individual educational plans containing present levels of performance, annual goals including short term objectives, a statement of the specific educational needs, the projected date of initiation and anticipated duration of such services, and the appropriate objective criteria and evaluation procedures.
4. Establishes and maintains a daily system of documentation/information collection to verify implementation of individual student progress toward goals and objectives.
5. Serves as a resource to school staff members in the development of a balanced program.
6. Provides information, support, and counseling to parents and families regarding visual impairments.
7. Assists in the proper referral of individuals and communicates as appropriate to agencies and specialists within the community.
8. Completes written reports as assigned by the administration in an accurate and timely manner.

9. Demonstrates regular and predictable attendance.
10. Maintain required license(s) and certificate(s).

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend training sessions as determined by state or district policies and procedures
2. Attend professional development meetings and in-services as required
3. At the request of the supervisor, attend parent conferences, home visits, or team meetings with school staff,
4. Such other duties as assigned by the OVESC Superintendent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Thorough knowledge of individual educational plans, rules and regulations regarding special education, and local, state, and federal laws.
4. Develop individual educational plans and collaborate with others to implement services.
5. Analyze curriculum, mobilize resources and use a variety of educational techniques.
6. A working knowledge of special education laws, rules and regulations.
7. Develop rapport with students, parents and regular education teachers.
8. Prepare reports and maintain records.
9. Effective, active listening skills
10. Organizational and problem solving skills
11. Knowledge of public school policies and practices
12. Basic computer skills
13. Ability to operate various office equipment
14. Ability to learn to operate adaptive equipment
15. Commitment to education

ADDITIONAL WORKING CONDITIONS:

1. Occasional interaction with unruly children
2. Occasional exposure to blood, bodily fluids and tissue
3. Occasional requirement to travel
4. Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
5. Regular requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
6. Requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds

TERMS OF EMPLOYMENT: To be determined by the Ohio Valley ESC Superintendent and the Board.

EVALUATION: Performance will be evaluated with provisions of the OVESC's OTES policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE_____DATE:_____