

Jordan School District  
**LICENSED JOB DESCRIPTION**

Job Title: **Teacher of the Visually Impaired FT (405) PT (406)** Lane Placement: Schedule C

Department / Location: Schools

FLSA Classification: Exempt

Supervisor's Title: Principal

Contract: 184 Days

Special Education Approval: *Kim Robison*

Date: 6/1/17

Department Approval: *Jayna S. Sinton*

Date: 6/1/17

ADA Review: *Janele Martin*

Date: 6-7-17

Human Resource Approval: *Erlynn*

Date: 6-2-17

Superintendent Approval: *Roma*

Date: 6/12/17

Original date: 01/80

Revised: 08/05

Revised: 07/12

Revised: 05/17

**GENERAL FUNCTION**

The **Teacher of the Visually Impaired** is responsible for providing special education or related services to students who are classified as Visually Impaired under the Individuals with Disabilities Education Act (IDEA). All services are delivered in the student's school of enrollment. The incumbent also functions as support personnel to school staff in developing appropriate educational programs for students with visual impairments as mandated by state and federal regulations.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Function as a member of the resource team, attending team meetings, Individual Education Plan (IEP) meetings, faculty meetings, and other meetings as required.
- Provide services in multiple schools daily which requires travel using own transportation.
- Understand, implement and maintain compliance with all policies and procedures required under the IDEA.
- Provide team with information (i.e. diagnosis, screening, testing, observation, etc.) on students referred for vision concerns. Assist school team in making eligibility determinations for special education and related services (initial evaluations and 3-year re-evaluations).
- Participate and assist with the development and implementation of annual IEPs; administer appropriate tests to assess student needs and progress and provide recommendations for the IEP team; collaborate with other professional staff members in identifying student strengths and needs in all areas of educational performance (i.e., vision, academic, health, emotional, social-behavioral, etc.).
- Interpret and explain educational implications of all medical vision reports for school personnel.
- Function as a District contact for outside agencies/programs and assist with service recommendations for students transferring to Jordan District from other programs (e.g., USDB, etc.).
- Provide feedback directly to appropriate team members concerning student progress, testing needs, parent contacts, special service needs, scheduling special services, etc.
- Collect and utilize data to evaluate student progress and inform instruction; provide team with feedback for use in parent-teacher conferences and annual IEP meetings.
- Provide instruction to eligible students in Braille, abacus, visual functioning, and technology use.
- Recommend environmental and instructional modifications to teachers and school teams; provide instructional materials for eligible students in adaptive formats including Braille, large

print, audio recordings and other resources that facilitate learning and promote independence.

- Develop daily lesson plans for students and maintain current progress monitoring records, student service notes and parent contact logs.
- Translate lesson plans into learning experiences that best utilize the available time for instruction.
- Communicate with parents through conferences, telephone calls, e-mails, student planners, and other means to provide feedback and information regarding the student's progress; schedule and/or attend parent-teacher conferences, when appropriate.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Provide professional development, as requested by building principals and supervisors.
- Work with the student's classroom teacher to select and order required books and instructional materials to meet school start and assignment timelines; follow district and school purchasing procedures; maintain required inventory records by product name and number.
- Meet timelines and due dates for checking out and returning materials accessed through the USDB lending library to avoid excess fees and costs.
- Stay current regarding the use of technology and other assistive technology devices that may be needed for students with visual impairments.
- Required to travel to District schools or other locations using own transportation.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Participate in a reasonable number of faculty committees as requested.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Adhere to contract time.
- Other duties and responsibilities as assigned by the principal/administrator.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Requires compliance with USBE state license requirements which includes a visually impaired endorsement.
- Requires a Bachelor's Degree from an accredited college or university.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation, as position requires travel from school to school.
- Requires the ability to Braille and use all equipment, technology and/or other specialized devices needed by students with visual impairments.
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires strong computer and educational technological skills.

- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to effectively handle student behavior management issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, district staff, outside agencies and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Knowledge of State Core Curriculum and Board of Education adopted guidelines.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computer, standard machines used in teacher workroom.
- Specialized technology, devices and/or equipment used for students with visual impairments.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel. May be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*