

Job Description

Job Title:	Teacher Specialist - Visually Impaired
Department:	Special Education
Reports To:	Executive Director for Special Education or Coordinator of Services for the Visually Impaired
FLSA Status:	KIEA Contracted

Summary

Provides instruction and support in adaptive reading, math, and other skills and techniques specific to students with visual impairments (VI) in our local school districts.

Essential Duties and Responsibilities include the following

1. Instructs students in reading and writing skills, using magnification equipment and large print material and/or Braille.
2. Instructs students with VI in various assistive technology devices (CCTV, iPad), equipment, and software (JAWS, MAGic, etc.) designed for blind/visually impaired.
3. Confers, consults, and collaborates with teachers, parents, local and ISD administrators, related service providers, and other staff to develop individual education programs and appropriate data-driven instructional support for students with VI.
4. Plans and prepares lessons, and produces other adaptive instructional materials, according to grade and functioning level of students.
5. Transcribes lessons and other materials into Braille for blind students or large print for low vision students.
6. Reviews and corrects completed assignments, using such aids as Braille writer, slate and stylus, or computer.
7. Provides instructional support for students in academic subject areas and provides instruction in expanded core curriculum such as daily living skills and community-based instruction.
8. Encourages students to participate in verbal and sensory classroom learning experiences to ensure their comprehension of subject matter, development of social skills, and ability to identify objects encountered in daily living.

9. Conduct formal and informal assessments of students to assist in the determination of visual impairment (VI) eligibility and present level of academic and functional performance and the impact of vision loss in the school environment.
10. Completes timely written Multidisciplinary Evaluation Team (MET) and other written evaluation and progress reports for students with VI.
11. Develops, facilitates, and/or participates in Individual Education Program (IEP) team meetings for students with VI, following all required rules and local procedures.
12. Establishes and maintains appropriate and timely data collection systems and records including, but not limited to lesson plans, weekly schedule, Service Capture, Tienet, VI equipment inventories, student progress on IEP goals/objectives, and information required for Medicaid billing.
13. Consults with parents by discussing how parents can encourage student's independence, well-being and provides guidance in using community resources.
14. Other duties may be assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Priorities and plans work activities; Uses time efficiently; Plans for additional resources.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Dependability - Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.

Innovation - Meets challenges with resourcefulness.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have a Master's degree (M. A.) in Education.

Language Skills

Must have the ability to read, analyze, and interpret professional journals, write reports and evaluations and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Knowledge of embossing software (Duxbury), as well as all magnification and mathematics software for the visually impaired. Knowledge and competency with Microsoft Office Suite, Windows OS, and Apple iOS.

Certificates, Licenses, Registrations

Valid Michigan teaching certificate with a Visually Impaired endorsement.

Valid driver's license.

Evidence of a minimum of five (5) years of satisfactory teaching experience in special education.

Possess approval (or be approvable) as a Teacher Consultant for the Visually Impaired from the Michigan Department of Education.

Other Skills and Abilities

Must read, produce and be able to teach Braille proficiently using best practice.

Must know how to use and teach abacus and various other apparatus used by the blind/visually impaired.

Excellent oral and written communication skills.

Ability to work successfully with staff, students, parents, community agencies, and advocacy groups.

Experience teaching students with visually impairments.

Evidence of good time management and communication skills.

Knowledge of print alternatives (i.e., Braille and auditory techniques) for students with visual impairment.

Knowledge of adaptive equipment for students with visual impairment.

Other Qualifications

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee must have own transportation between school districts and buildings.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.