



## Job Description

**Job Title:** Visually Impaired Teacher

**Supervisor:** Principal

**Position Code:** 7E02, 7E03, 7E04, GE02, GE03, GE04 **Pay Grade:** 35A, 37A, 38A, 39A

**Job Classification:** Exempt

**Contract Length:** 192 Days

### Job Summary

Position is responsible for instructing visually impaired students in a program of study that enables each student to achieve commensurate with classmates, through the use of magnification equipment, assistive devices, Braille instruction, and large print books. Direct instruction supports the regular education curriculum and positively motivates the student to develop appropriate skills, attitudes and knowledge. Position utilizes a variety of instructional techniques and creates a safe and orderly learning environment. Position may include assignments to more than one work location in the course of the day.

### Essential Duties

1. Instructs students (K-12<sup>th</sup> grade) in accordance with the course of study adopted by the Board of Education, to include instruction of current Braille techniques.
2. Develops individualized education plans appropriate to the needs and abilities of each assigned student.
3. Provides individual and small group instruction in compliance with IEP goals.
4. Transcribes lessons and other materials into Braille or large print.
5. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
6. Uses a variety of instructional techniques appropriate for the ages and skill level of students.
7. Interprets the abilities and disabilities of students and works cooperatively with classroom teachers who have visually impaired students in regular classes.
8. Establishes and maintains standards of pupil behavior and creates a safe, orderly, and effective environment for learning.
9. Evaluates student academic and behavioral growth and prepares regular progress reports.
10. Conferences regularly with parents/guardians regarding behavior observations and the performance of students.
11. Assists in screening, evaluating, and recommending placements of students in the school's program for the visually impaired.
12. Monitors student movement and escorts students to the cafeteria, buses, bathrooms, etc.
13. Maintains thorough records for each student.
14. Selects, requisitions, and maintains books, instructional materials, and instructional aids.
15. Models nondiscriminatory practices in all activities.

### Other Duties:

1. Attends staff development programs, curriculum development meetings, and other professional activities.
2. Keeps abreast of developments, research, and new technology in the field.
3. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's or Master's Degree and be eligible for a Virginia Teaching License with an endorsement in Visually Impaired. Must possess effective instructional delivery techniques and excellent communication skills. Must possess knowledge of the needs of visually impaired students. Must possess the ability to instruct visually impaired students. Must be proficient in current Braille techniques and transcribing print to Braille and Braille to print. Must be proficient with technology programs to include JAWS, Zoomtext, Duxbury, Braille notetaker and embosser. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

**Working Conditions and Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

**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. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

I acknowledge that I have received and read this job description.

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Employee Name (Print)

Signature

Date

Updated: 10/21/09