

## **Hobbs Municipal Schools Job Description**

**Position:** Teacher of the Blind and Visually Impaired

**Supervisor:** Director of Special Education

**General Job Description:** The Vision Specialist is responsible for providing, in collaboration with the student's IEP team, consultation and/or direct services to students whose visual functioning interferes with educational performance.

**Job Goal:** Provide individualized orientation and mobility evaluation and instruction for blind or vision impaired students, ages 3-21. Assist students with visual impairments to achieve maximum independence through instruction in safe, efficient travel within the home, school, and community. Provide both direct instruction and consultation to students with visual impairments. Monitoring the students' progress in academic subjects and provide instruction in compensatory skills as needed in the areas the students may have difficulty with as a result of the visual impairment. Conduct functional vision evaluations, learning media assessments and produce written reports. Attend IEP meetings and required staff meetings. Collaborate with both special and general education staff.

**Qualifications:** Certified/Licensed by the New Mexico Public Education Department to teach the Visually Impaired

### **Essential Duties and Responsibilities:**

1. Assist the district in making appropriate referrals for vision services.
2. Review ophthalmologic reports, assess student's functional vision, media and mobility.
3. Submit appropriate information and reports to determine educational impact.
4. Participate as a district team member for all children whose visual impairment may impact their educational performance.
5. Assess student's functional vision and prepare written reports with information for district use.
6. Assist district personnel to develop individual student goals and objectives for Individual Education Program (IEP).
7. Locates or provides the district with information to locate adaptive materials.
8. Teach district personnel skills needed to instruct or assist visually impaired students.
9. Provide direct services for pre-Braille readiness, Braille reading and writing, orientation and mobility instruction, and adaptive equipment instruction.
10. Provide other vision services as deemed appropriate by the student's IEP.
11. Maintain written records, secure updated ophthalmologists' evaluations and provide reports for each student assessed and/or served.
12. Participate in continuing education to ensure continued professional growth and awareness.
13. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

### **Additional Duties and Responsibilities:**

1. Perform functional vision and learning media assessments on new referrals and three year re-evaluations.
2. Interpret eye medical reports as they relate to educational environments.
3. Contribute to the development of the IEP/IFSP with goals, modifications, learning styles.
4. Recommend appropriate specialized evaluations as needed, such as low vision, orientation and mobility, psycho-social, and adaptive physical education.
5. Consult with diagnosticians, classroom teachers, students, and parents concerning appropriate evaluations, modification, and test administration.

6. Obtain modified standardized testing materials and administer or assist in the administration of the test as needed.
7. Work as liaison with other agencies in the vocational assessment process.
8. Participate in team assessments for students with moderate to severe cognitive disabilities.
9. Provide screening and referral procedures to appropriate personnel.
10. Assist in determining and procuring classroom equipment and materials. Provide the classroom teacher with information regarding the specialized strategies needed to teach a VI student necessary for the student with visual impairments to learn (Braille, low vision devices, assistive technology, and computer) including ensuring necessary room modifications and lighting changes.
11. Consult with other instructional staff to provide information to incorporate the expanded core curriculum into the entire instructional setting.
12. Provide modified materials to the classroom teacher.
13. Provide Braille, recorded/enlarged materials, and tactual symbols as appropriate for each child.
14. Monitoring the students' progress in academic subjects and provide instruction in compensatory skills as needed in the areas the students may have difficulty with as a result of the visual impairment.
15. Provide 6-week, 9-week, or 12-week progress reports as indicated by school policy.
16. Distribute information to parents concerning workshops, conferences, and equipment acquisition.
17. Communicate with low-vision specialists, ophthalmologists, and optometrists concerning exams, and attend exams when appropriate.
18. Supervise material preparation and acquisition.
19. Liaison between Community, outside related services and School.
20. Provide information about district and/or regional vision programs to the schools and community.
21. Provide information concerning recreational and summer programs to parents and students and assist with application forms and procedures. Such activities might include New Mexico School for the Blind and Visually Impaired summer school.
22. Maintain a reference library of current professional materials.
23. Acquire information about current research, development, and technology by attending conferences, workshops, and area meetings and by reading journals in the field of visual impairment.

Provide instruction and usage in the skills of:

1. Braille reading and writing, low vision devices.
2. Typing/keyboarding, adaptive devices (e.g., computers, note takers, tape recorders).
3. Concept development (especially for infants and early childhood students).
4. Daily living/self-help skills.
5. Career readiness.
6. Leisure and recreation skills.
7. Social skills.
8. Organizational and study skills.
9. Self-advocacy.
10. Provide assistance to students with visual impairments in understanding their attitudes and those of others concerning their visual impairment.
11. Facilitate social integration and interaction with peers.
12. Provide training and support to parents of students with visual impairments to enhance their children's independence.
13. Provide the teachers, staff, and family of students with visual impairment with information regarding their individual needs, methodology, and strategies.
14. Participate with other school personnel and agencies to secure job-related experiences for students.
15. Participate in transition planning.
16. Submit requests for instructional materials, conferences, field trips, and personnel needs.
17. Inform various special education and campus personnel of progress and needs of the students with visual impairment on a regular basis.

18. Identify and set up a work and storage space at each school to be used by the TVI teacher to instruct students as necessary.
19. Provide input into students' schedules, planning for all special services, such as direct instruction and orientation and mobility.
20. Maintain adequate record of all assessments, I.E.P.s, F.V.A., L.M.A., and progress reports, and eye examinations.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.