

CERTIFICATED

TEACHER OF VISUALLY HANDICAPPED

Primary Function: To administer the Visually Handicapped Program and to assist the classroom teacher in providing an instructional program for the partially sighted student.

Directly Responsible to: Assistant Superintendent

QUALIFICATIONS

1. Education - Appropriate California Credential
2. Experience - Evidence of successful experience

APPOINTMENT

1. The candidate shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the Superintendent.
2. Appointment shall be by the Board of Trustees on the recommendation of the Superintendent.

OPERATIONAL RESPONSIBILITIES

The superintendent is authorized to develop a job description for the Teacher of Visually Handicapped that will define specific areas of responsibility.

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The duties of the Teacher of Visually Handicapped shall include but not be limited to the following:

ASSISTS THE STUDENTS:

1. Meet with the students on a regular basis to educate him in skills directly related to his visual handicap – Braille reading and writing, typing, orientation and mobility, social adeptness.
2. Transcribe into Braille, large print or record any information that is necessary or valuable for the student to have in these respective forms.
3. Maintain a resource room with the special tools that are available (Braille, typewriters, tapes, etc.)
4. Establish reader and tutor service – volunteer and paid.
5. Schedule and utilize periods when the students do not normally participate in class activities.
6. Involve the student in various extra curricular activities.
7. Refer students to other agencies or specialists when necessary.
8. Referral of a student may be made by anyone – parent, teacher, administrator or nurse.

ASSISTS THE REGULAR CLASSROOM TEACHER:

1. Advise the teacher of certain adaptations and how to implement them, which may be useful in approaching and teaching these students, as well as handling related social situations.
2. Confer continually with the classroom teacher to keep informed on how each student is progressing.
3. Accompany the student on class field trips when felt necessary by the classroom teacher.
4. Assist with remedial work in classroom subjects not directly related to the visual handicap.

Administer the Program for the Visually Handicapped:

1. Order all materials for the Visually Handicapped Program.
 - a. Braille, large print, and taped editions of texts, maps
 - b. Supplementary reading materials, aids and appliances
 - c. Catalogues of such materials
2. Correspond with State and County agencies and services regarding registration of students and educational programs.
3. Maintain close contact with members and organizations in the community interested in educating the blind and transcribing Braille.
4. Keep in constant contact with parents of these students and act as liaison between the parents, the child and the teacher, administrators and counselors.
5. Assist with visual screening and eye health programs in the district.
6. Attend meetings and workshops of professional organizations directly related to the problems of the visually handicapped.