



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Special Education Teacher, Visually Impaired
Reports To: Special Education Administrator
FLSA Status: Exempt
Prepared By: Special Education
Approved By: Human Resources
Prepared Date: 02/2003
Last Revised Date: 01/2012

Summary: Teaches elementary and secondary school subjects and daily living skills to visually impaired students

Essential Duties and Responsibilities:

- Plans curriculum and prepares lessons and other instructional materials according to achievement levels of students
- Confers with parents, administrators, psychologists, social workers, and others to develop individual educational programs for students who are visually impaired
- Instructs students in reading and writing using; magnification equipment and large print material of Braille system, academic subjects, utilizing various teaching techniques
- Schedules, participates in, and/or conducts IEPT meetings to determine appropriate placement of students within educational system
- Transcribes lessons and other materials into Braille for blind students or large print for low vision students
- Review and corrects completed assignments, using such aids as Braille writer, stylus or computer
- Arranges and conducts field trips designed to promote experiential learning
- Administers and interprets results of ability and achievement tests; observes, evaluates, and prepares reports on progress of students
- Meets with parents to provide support and guidance in using community resources
- Identifies professional development programs and attends regularly to update expertise
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree (B.A. or B.S.) from four-year college or university

Certificates, License, Registration:

Michigan K-12 Teaching Certificate; Endorsement in Visual Impairment

Other Skill & Abilities:

- Attitude of acceptance and esteem for students
- Ability to communicate effectively including listening
- Keeps administrator abreast of classroom status
- Ability to efficiently use computer and applicable software
- Ability to problem solve
- Ability to write reports
- Present ideas and information in a manner that gets student's attention and which encourages their engagement
- Maintain confidentiality
- Develop instructional strategies to meet classroom goals
- Adapt to frequent changes in the work environment
- Practice safe work habits
- Develop and maintain atmosphere of teamwork
- Use equipment and material properly
- Plan for additional resources as needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own with the assistance of other staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.