



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Teacher Consultant of the Visually Impaired  
**Reports To:** Special Education Administrator  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 08/2003  
**Last Revised Date:** 08/2003

**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:**

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Keep administrator abreast of activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve goals

Performs duties as workload necessitates

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

**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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. 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.