

**PUTNAM COUNTY SCHOOLS
JOB DESCRIPTION**

- Position:** Teacher of Visually Impaired Students
- Evaluated by:** Principal/Assistant Principal
- Job Description:** The Teacher of Visually Impaired Students is assigned to deliver a comprehensive program in accordance with state law and West Virginia Board of Education and county policies and regulations.
- Qualifications:** Holds or qualifies for a West Virginia Professional Teaching Certificate endorsed for visually impaired.
Course work in learning strategies preferred.
- Length of Employment:** 200 Days
- Responsibilities:** The Teacher of Visually Impaired Students shall have the following responsibilities and duties:
1. To implement a program in accordance with federal, state and county laws, policies and regulations.
 2. To foster a classroom climate conducive to learning.
 3. To utilize instructional management models that increase student learning.
 4. To monitor student progress toward mastery of instructional goals and objectives.
 5. To communicate effectively with the educational community and parents/guardians on a regular basis.
 6. To meet professional responsibilities.
 7. To participate in the development of the Individualized Education Program for each student assigned to the visually impaired classroom.
 8. To participate in appropriate aspects of the due process system.
 9. To provide activities appropriate for the visually impaired students assigned for services.
 10. To communicate regularly with parents/guardians on the progress and/or deficiencies of the student.
 11. To provide consultative services to classroom teachers regarding the education of students with visual impairments.
 12. To provide direct services to visually impaired students outside the regular classroom.
 13. To provide resource materials and assistance to the student's teacher of record.
 14. To screen and evaluate students referred for services in assigned area of responsibility.
 15. To complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education and/or the county Board of Education.
 16. To report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
 17. To identify and refer for screening and evaluation any child who has other learning deficiencies.
 18. To advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
 19. To accept responsibility for the behavior the students assigned.
 20. To supervise students at all times in accordance with state, county and school policies.
 21. To attend all faculty senate and other required meetings.

22. To fulfill annual continuing education requirements and attend other required training programs.
23. To maintain professional work habits.
24. To maintain and upgrade professional skills.
25. To perform other duties as assigned by the school principal or the Director of Exceptional Education.