GENERAL SUMMARY:

Provide instruction to students who are visually impaired, implement the District's instructional program; meet regularly with parents, students, certificated/classified staff, administrators and community agencies.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Provide inclusion for the visually impaired for academic and social activities of the school.
Provide pupils with large print or Braille tapes and recorded material to meet individual needs.
Review, edit and determine format of material for transcribing assignments for the visually impaired.
Order, inventory, store, and issue special books, materials and equipment for visually impaired.
Provide individualized and remedial instruction.
Provide instruction in typing and basic skills mobility.
Assign duties and responsibilities to readers for visually impaired students.
Serve as liaison with community agencies for visually impaired.
Maintain reports on attendance, transportation, testing and evaluation.
Assume additional responsibilities, tasks, and duties as may be determined by the supervisor or his/her designee.

KNOWLEDGE AND ABILITIES REQUIRED:

A California credential authorizing service for the visually handicapped.
Knowledge of current educational trends, instructional equipment and materials for the visually impaired. Knowledge of local, state/federal guidelines related to designated subject area/program.
Ability to interpret to school personnel the special needs of the visually impaired.
Advise visually impaired students and their parents of school progress, social adjustment, and mobility.
WORKING CONDITIONS:

Rapid paced work, moderate levels of stress, evening meetings, parent conferences, and contacts with local agencies. Moderate physical effort. Indoor/outdoor environment.

CONTACTS:

Daily contacts with students, administration, teaching and classified staff. Frequent contacts with parents and community agencies.

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