

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Teacher of the Visually Impaired  
**Terms of Employment:** 12 month contract; 183 days  
**FLSA Status:** Exempt  
**Reports To:** Assistant Superintendent, Special Services

**Brief Description of Position:**

Under the general direction of the Assistant Superintendent, Special Services, the Teacher of the Visually Impaired will be responsible for creating a program and class environment favorable to learning and personal growth of visually impaired students.

**Required Qualifications:**

- Bachelor's degree in Education or related field.
- Valid Missouri Teaching Certificate in Blind and Partially Sighted
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management
- Demonstrate the ability to work with diverse and multi-cultural populations
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

**Preferred Qualifications:**

- Working knowledge of Professional Learning Communities
- Prior experience working with special needs children

**Essential Duties and Responsibilities:**

- Screen referrals for functional vision performance in the educational setting.
- Attend meetings for VI students including but not limited to screening, eligibility determination, IEP, ESY, and transition.
- Administer formal and informal vision assessment including the use of assistive technology.
- Provide direct instructional services with visually impaired students as outlined on the IEP.
- Order Brailled materials and tangible apparatus if appropriate.
- Supply classroom teachers with equipment and supplies specific to visually impaired students.
- Assist with registration of visually impaired students with the following services if appropriate:
  - Library of Congress (Talking Books)
  - Rehabilitation Services for the Blind
  - Recordings for the Blind
  - Missouri School for the Blind

- Maintain data information for evaluation and planning purposes.
- Maintain open communication with supervisory and other administrative personnel including building principals and Director of Special services.
- Develop and coordinate a continuing evaluation of visually impaired services and make changes based on the findings.
- Provide consultation to all teachers.
- Adapt and modify instruction and materials based upon student need.
- Perform other duties as assigned by the Director of Special Services or Superintendent.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: January 1, 2018