

**Waco Independent School District  
JOB DESCRIPTION**

<b>Job Title:</b>	Teacher - Visually Impaired Lead	<b>Wage/Hour Status:</b>	Exempt/Contracted
<b>Reports To:</b>	Director of Special Education, Sp Ed Coordinator, and 504 Coordinator	<b>Pay Grade/Days:</b>	Teacher/207
<b>Dept./School:</b>	Administration Bldg	<b>Date Revised:</b>	June 2017

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**Primary Purpose:**

Plan and provide services to students with visual impairments. Assess students and provide therapeutic intervention to eliminate or reduce problems that interfere with their students' ability to derive full benefit from the educational program. Provide direct and consult services to students with visual impairments and coordinate their services as needed. Conduct evaluations and attend required ARD/504 meetings.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from accredited university  
Certified by the Texas Education Agency to Teach the Visually Impaired

**Special Knowledge/Skills:**

Ability to use the accepted tests and measurements to assess visual impairments and conditions  
Ability to instruct and manage student behavior  
Excellent organizational, communication, and interpersonal skills

**Minimum Experience:**

Three years' experience teaching students with visual impairments

**Major Responsibilities and Duties:**

1. Screen referrals for functional vision performance and need for Orientation and Mobility evaluations.
2. Administer functional vision assessment, learning media assessment and technology assessment.
3. Develop, implement, and progress monitor IEP's for all VI students.

Provide direct instructional services with visually impaired students as outlined in the IEP or 504 plan.

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4. Select and order, materials and tangible apparatus, including Braille as appropriate for students with visual impairments.
5. Supply classroom teachers with equipment, supplies, training specific to visually impaired students.
6. Assist with registration of visually impaired students with the following services, including but not limited to:
  - a. *Library of Congress (Talking Books)*
  - b. *Texas Education Agency Recordings for the Blind*
  - c. *Texas School for the Blind and Visually Impaired*
  - e. *Texas Workforce Commission or Health and Human Services Commission*
7. Serve as a member of the Admission, Review, Dismissal (ARD) meetings for VI students.
8. Maintain data information for evaluation and planning purposes.
9. Exemplify high standards of professional conduct.
10. Maintain open communication with administration, staff, parents, and students.
11. Actively participate in curriculum development efforts and professional growth options.

Obtain and review necessary reports.

12. Perform other duties as assigned.

### **Consultation**

15. Consult with and train parents as necessary.
16. Collaborate with classroom teachers to plan classroom activities, and monitor implementation of services for VI students.
17. Provide professional development in assigned schools to help school personnel identify and understand visual deficits in students.

### **Administration**

22. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
23. Comply with policies established by federal and state laws, State Board of Education rule, and board policy.
24. Comply with all district and campus routines and regulations.

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**Equipment used:**

Routine office equipment and technology  
Materials/equipment necessary to implement IEP's for VI students

**Working Conditions:**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying.

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions, prolonged use of computer and telephone, heavy lifting, bending and stooping. Maintain emotional control under stress.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

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Employee Signature Date

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Printed Name Employee ID #

## Lead Teacher – Visually Impaired

### **Non Discrimination Statement**

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Executive Director of Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics, at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Executive Director of Human Resources at 254-755-9473. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or; P.O. Box 27, Waco, TX, 76703.