

Job Title	Dual Certified TVI & COMS	Wage/Hour Status:	Exempt
Reports to:	Facilitator RDSPD/Visually Impaired/ Director C&I, Sp Ed-Sp Svcs	Pay Grade:	TBA
Dept/School:	Assigned Campus	Date Revised:	June 19, 2018

Primary Purpose

Evaluate students with visual impairments, ages 0-21, and provide services as outlined in Individual Family Service Plans (IFP) and/or Individualized Educational Plans (IEP). Assist VI Teachers in complying with VI regulations, within the framework of the philosophy and objectives established by Board policy, and consistent with requirements and standards of regulatory agencies and administrative regulations and procedures.

Qualifications**Education/Certification**

Bachelor's Degree

Valid Texas Teacher Certification for the Visually Impaired

Orientation and Mobility Certification by the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP)

Valid Texas Certification in the area of Special Education

Special Knowledge/Skills

- Strong organizational, communication, public relations and interpersonal skills
- Ability to read and write contracted and uncontracted Unified English Braille (UEB)
- Ability to teach the reading and writing of contracted and uncontracted Unified English Braille (UEB)
- Ability to provide own transportation

Major responsibilities and Duties**Instructional Strategies**

1. Obtain and interpret eye-medical reports as they relate to educational environments.
2. Perform functional vision evaluations (FVE) and learning media assessments (LMA), and orientation and mobility evaluations (O&M) for all initial referrals and all reevaluation for students in need of VI and O&M services.
3. Participate in the development of IEP and IFSP.
4. Attend all Admission, Review, Dismissal (ARD) meetings, and IFSP meetings for students with visual impairments.
5. Provide direct instruction in the use of UEB, and/or other assistive technology devices that assist with the needs of students with visual impairments.
6. Provide collaborative instruction as needed in order for students with visual impairments to learn a wide variety of compensatory skills.
7. Assist in providing and setting up all necessary equipment and materials to ensure appropriate education for students with visual impairments.
8. Maintain and provides on request student data/paperwork in compliance with local, state, and federal regulations.
9. Provide consultative services to school personnel and parents of students with visual impairments.
10. Collaborate with school personnel and other agencies such as the Division of Blind Services Texas Health and Human Services (TXHHS), Early Childhood Intervention (ECI), Texas School for the Blind and Visually Impaired (TSBVI), and Region 19 Education Service Center to access services for students with visual impairments.
11. Maintain an efficient itinerant schedule that maximizes student services.

12. Provide direction/supervision to paraprofessionals for the VI program regarding their assistance to students with visual impairments.
13. Provide O&M evaluations and services to students 0-21 years old with visual impairments.
14. Provide O&M services/instruction as per student's IEP or IFSP, to include concept development to enable safe and independent movement in school, home, and in familiar and unfamiliar community environments, according to each student's visual, cognitive, and physical needs.
15. Provide consultation to school personnel and parents of students in need of or receiving orientation and mobility services, as applicable.
16. Collaborate with school personnel and other agencies to help students transition into school-based programs, college, or work-based programs.

Student Management

17. Act as positive role model for students; supports mission of school district.
18. Work with the principal, counselor, and supervisory staff in identifying and solving problems related to his/her students.
19. Facilitate and oversee VI Teachers to assure registration for students with appropriate agencies such as Recordings for the Blind, TSBVI annual registration, and Texas State Library to assure compliance with IEPs.

Policy, Reports and Law

20. Uphold and enforce school rules, administrative regulations, and Board policy.
21. Establish control in the classroom and administer discipline and punishment in accordance with Board policies and administrative regulations.
22. Compile, maintain, and files all physical and computerized reports, records, and other required documents.

Communication

23. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers.
24. Maintain a professional relationship with colleagues, students, parents, and community members.
25. Work collaboratively with Central Office Special Education Administrative staff.
26. Perform other duties as assigned by supervisor.

Professional Growth

27. Orient new VI staff on VI responsibilities and procedures.
28. Complete applications and assists families in enrollment to Texas School for the Blind and Visually Impaired (TSBVI).
29. Participate in staff development activities to improve job-related skills.
30. Serve as a mentor to individuals working toward VI or O&M certification upon completion of mentor training from TSBVI.

Supervisory Responsibilities

Assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.

Terms of Employment

217 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.