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**Perandoe Educational
Program (PEP)**
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Kathleen Trantham Hopkins
Executive Director

Teacher of Students with Visual Impairments (TVI)

Position Title: Teacher of Students with Visual Impairments

Location: Perandoe Special Education District

Reports to: Director

FLSA Class: Exempt

Revised Date: February 2021

SUMMARY: The TVI will be responsible for vision assessments, braille instruction, assistive technology, and consultation to schools, families and other service providers. Provides direct instruction to students with and without additional disabilities.

QUALIFICATIONS: Bachelor's or Master's Degree as a Teacher of the Visually Impaired preferred or in process of obtaining. The Illinois Educator License (PEL) can be acquired soon after employment. A dual licensure/certification as a TVI and Orientation and Mobility Specialist is also accepted.

SALARY: Competitive Salary based on education level and experience.

DUTIES AND PERFORMANCE RESPONSIBILITIES:

Assessment and Evaluation

- Perform functional vision and learning media assessments as needed
- Interpret medical eye reports as they relate to educational environments
- Contribute to the development of the IEP/ISP with recommendations for goals, modifications, and learning styles
- Provide screening and referral procedures to appropriate personnel
- Recommend appropriate specialized evaluations and assessments, such as for low vision, orientation and mobility, etc.
- Consult with classroom teachers, students, and parents concerning appropriate evaluations, modifications, and test administrations
- Be knowledgeable about possible modifications for statewide testing, and arrange for necessary modifications.
- Work as a liaison with other agencies in vocational assessment process
- Provide assessment, instruction, and consultation to other educational team members on issues related to assistive technology.

Maintain Appropriate Learning Environment

- Assist in determining the need for and procuring classroom equipment and materials necessary for students with visual impairments to learn (braille, low-vision devices, assistive technology, computer, etc.), including ensuring necessary room modifications and lighting changes
- Provide team members with information regarding the specialized strategies needed for success with each student with VI
- Consult with other educational team members, including parents to provide information necessary to maximize positive outcomes in the instructional setting
- Provide modified materials to team members
- Provide braille, recorded/enlarged materials, supplementary and tactile symbols, and other materials as appropriate

Support Services

Provide assistance to students with visual impairments to facilitate positive attitudes and those of others concerning their visual impairment

- Facilitate social integration and interaction with peers
- Provide training and support to parents of students with visual impairments to enhance their children's independence
- Provide the teachers, staff, and family of students with visual impairment with information regarding their individual needs, methodology, and strategies
- Participate with other school personnel and agencies to secure job-related experiences for students
- Participate in transition planning
- Provides in-service training programs for school personnel and students.
- Provide information concerning recreational and summer programs to parents and students and assist with application forms and procedures.

Administrative/Record Keeping Duties

- Prepares sequential and meaningful instruction geared toward the student's assessed needs, IEP goals and objectives, functioning, and motivation.
- Submits requests for instructional materials, conferences, field trips, and personnel needs
- Informs school personnel and parents of the needs of the students with visual impairment on a regular basis
- Identify and set up a work and storage space at each school to be used by the VI teacher to instruct students as necessary
- Provide input into students' schedules, planning for all special services, such as direct instruction and orientation and mobility
- Maintain adequate record of all assessments, related to the IEP, progress reports, etc.
- Per parent request/permission, register students with visual impairments with appropriate agencies
- Prepare paperwork as appropriate and attend IEP meetings and ISP meetings for students with visual impairments
- Distribute information to parents concerning workshops, conferences, and equipment acquisition
- Supervise material preparation and acquisition

Professional Standards

- Maintain a reference library
- Acquire information about current research, development, and technology by attending conferences, workshops, and area meetings and by reading journals in the field of visual impairment
- Maintain certification
- All other duties as assigned.

*The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position.

Teacher of Students with Visual Impairments (TVI) must have a valid driver's license and ability to use your vehicle during working hours.