

Washington County Board of Education

Monitoring: Review: Annually	Descriptor Term: Special Education - Special Education Teacher with Vision Specialist Responsibilities	Descriptor Code: Enter Code	Issued Date: 03/17/2025
		Rescinds:	Issued:

Job Title:	SPED Teacher/Vision	Education:	Bachelor's degree and certified/licensed by the TN Department of Education to teach Special Education including the Visually Impaired (added endorsement: 462 - SPED Vision PreK – 12 or equivalent/retired endorsement code)
Department/Group:	Student Supports - Special Education	Certificates & Licenses:	Valid license with appropriate endorsement acceptable to the state of Tennessee Department of Education; First Aid and CPR certification preferred; must have or be willing to obtain Conflict Resolution/Restraint Training
Location:	Central Office Travel within the district required	Required Testing:	Pre-employment Physical Exam
Level/Salary Range:	Certified Pay Scale	Continuing Education/Training:	Maintain state license requirements; Participate in ongoing professional development and training related to RTI2A & B, special education referrals and eligibility, assessment protocols and procedures.
HR Contact:	HR Director or HR Generalist	Position Type:	Full Time
Job Category:	Certified	Clearances:	Criminal Justice Fingerprint/Background Clearance
FLSA Status:	Exempt		

Job Description

PURPOSE:

The job of Special Education Teacher with Vision Specialist responsibilities was established for the purpose(s) of identifying students who qualify for special education, developing, and providing instruction to meet the unique needs of students with disabilities and to evaluate and assess student progress compared to learning goals.

Provide individualized evaluation and instruction for blind or visually-impaired students, ages 3-21. Assist students with visual impairments to achieve maximum independence through instruction in safe, efficient travel within the home, school, and community. Provide both direct instruction and consultation to students with visual impairments. Monitoring the students' progress in academic subjects and provide instruction in compensatory skills as needed in the areas the students may have difficulty with as a result of the visual impairment. Conduct functional vision evaluations, learning media assessments and produce written reports. Attend IEP meetings and required staff meetings. Collaborate with both special and general education staff.

ESSENTIAL FUNCTIONS:

- Accurately and promptly maintains/prepares all reports/data required by Federal and State Law (IDEA) and the Board of Education.
- Administers diagnostic tests and monitors students' progress regularly.
- Advises parents and/or legal guardians of student progress.
- Assesses students' functioning in areas such as vision, orientation and mobility skills, social and emotional issues, cognition, physical abilities, and personal goals
- Develop and maintain student referral and eligibility documents in the Educational Management System and conduct parent meetings with fidelity when requested.
- Assumes responsibility for the day-to-day operation of the classroom, may include general education classroom in conjunction with the general classroom teacher.
- Confirm all necessary components on the appropriate referral checklist are included in the referral folders.
- Assist parents with the completion of referral and assessment documentation as needed.
- Participate and/or lead initial consent meetings for special education referrals.
- Complete the Prior Written Notice as required by the referral process.
- Participate in IEP meetings when necessary.
- Guide IEP teams when making the re-evaluation determination process (e.g. records review or comprehensive re-eval)
- Complete required and related documentation as part of the special education referral process.
- Collaborate with school staff members to guide appropriate accommodations, modifications, and assessment of curriculum and instruction for students.
- Coordinates meetings and services for eligible students (e.g. testing/screening, IEP's, parent conferences, pre-referral staffing, etc.) so evaluation results may be presented, treatment plans developed, and training provided for students/staff/parents.
- Discuss students' areas in need of support and progress with student, parents, and administration and suggest corrective action as needed.
- Gather information from a variety of sources (e.g. parent interviews, observations, assessments, records review) for assessment of referred students.

- Prepare a variety of written materials (e.g. assessment reports, anecdotal records, etc.).
- Advise parents and/or legal guardians of student progress.
- Maintain a high level of personal integrity and a strong work ethic.
- Assume the responsibility of having regular and timely attendance.
- Participate in a variety of meetings and trainings.
- Assume responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
- Employs special education strategies or techniques during instruction to improve the development of sensory and perceptual-motor skills, language, cognition, or memory.
- Instructs assigned support staff on vision deficits/disabilities, use of assistive devices, and the implementation of prescribed treatment/assistance plans.
- Interprets medical reports within the scope of Vision Specialist's experience so goals and/or treatment/intervention plans are appropriate.
- Follow all board policies, school system rules and administrative regulations.
- Maintain confidentiality relative to employee, student, and parent records/information and procedures according to legal and system guidelines such as the Washington County Schools Policy Manual and Employee Code of Conduct.
- Recommends and/or trains students with visual impairments to use mobility and recommends assistive technology devices as needed.
- Report immediately, as required by law, to the appropriate agency(ies) and the principal or other persons designated by the school system, incidents of actual or suspected child abuse, actual or suspected child sexual abuse.
- Report immediately, as required by law or school policy, to the appropriate agency(ies) and/or the principal or other persons designated by the school system, incidents involving unlawful student possession of weapons or drugs or fighting on school property.
- Respond promptly and professionally to inquiries from a variety of sources (e.g. teachers, students, parents, administrators, boosters, etc.).
- Respond to emergency situations and safety concerns as necessary and direct appropriate personnel for resolution.
- Utilizes active teaching strategies that incorporate cooperative learning, audio-visual/technological advances, and/or other "leading edge" techniques.

OTHER FUNCTIONS

- Performs other job-related duties as assigned.

WORK ENVIRONMENT

Mental Demands

Experiences frequent interruptions; required to meet flexible deadlines, requires concentration and attention to detail; may occasionally deal with distraught individuals.

Physical Demands

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer.

Other physical demands that may be required are as follows:

- Stooping and/or kneeling
- Reaching
- Hearing
- Seeing
- Talking
- Lifting

Temperament (Personal Traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with students, faculty, administration, and CO staff.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

This job description will be reviewed periodically and at the end of the academic year. The description may be amended to determine viability.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Jacki Wolfe	Date:	03/17/2025