

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Teacher of the Visually Impaired Full Time/Part Time  
**Reports to:** Principal

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage for course assignment. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)



**Job Goal:**

To provide appropriate instruction and related services designed to meet the individual learning needs of visually impaired/blind students assigned on a part time (PT) or full time (FT) basis.

**Essential Duties and Responsibilities:**

1. Provide Functional Vision Assessment reports and Individual Academic Achievement tests on students referred for possible placement.
2. Prepare for and participate in (1) placement committee meetings for incoming visually impaired students; (2) dismissal staff meetings; (3) IEP conferences.
  - a. Interpret evaluation reports
  - b. Write IEP
3. Coordinate agency and other related support services according to needs of students and parents. Make referrals to the Division of Blind Services.
4. Document and maintain student records in accordance with Okaloosa District Procedures for Exceptional Student Education programs and other requirements of the Visually Impaired Program. Report record deficits to the school Principal.
5. Provide consultant, informational, and follow-up services to school personnel regarding Visually Impaired programming and individual student needs.
  - a. Confer with student's regular classroom teacher.
  - b. Insure integration of vision students into total school program.
6. Provide, upon request, inservice training for school personnel, parents and/or community organizations.
7. Order from FIMC appropriate large print Terra Nova, State Assessment Tests, textbooks, and other materials needed for visually impaired students.
8. Provide adapted regular or specialized curriculum materials, equipment, low vision aids, braille, etc. for students, as needed. (Responsible for maintaining specialized equipment.)
9. Provide full curriculum for full time students which parallels regular class, adapted to meet individual student academic needs and learning style.
10. Implement appropriate instructional strategies utilizing specialized techniques in area of (1) listen skills, (2) visual utilization, (3) utilize low vision aids and orientation and mobility as needed, (4) techniques for daily living, (5) socialization and (6) braille as appropriate. Document progress, and report to parents.
11. Abides by all policies of the Okaloosa County School Board.
12. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Ten, eleven, or twelve month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.

