



CENTER GROVE COMMUNITY SCHOOL CORPORATION MISSION
 We develop knowledgeable, confident and responsible citizens through inspirational and innovative learning opportunities.

CENTER GROVE COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

Position Title	Special Education Teacher (Visually and Hearing Impaired)
Building/Department	All
Supervised & Evaluated By	Executive Director of Special Education
Evaluation	Yearly

Position Details: Days Per Year <u> 184 </u> Hours Per Day <u> 7.5 </u>	Benefit Level: <input type="checkbox"/> A Certified Administrators <input type="checkbox"/> B Directors and Coordinators <input type="checkbox"/> C Support Staff <input type="checkbox"/> D "Other" (No Benefits) <input checked="" type="checkbox"/> Bargaining Unit <i>Master Teacher Contract</i>	FLSA Overtime Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Employment Status: <input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment <input type="checkbox"/> Temporary Employment <input type="checkbox"/> Seasonal Employee	Job Description Updated: <i>November, 2016</i>	

Required Licensing Area:

- Blind and Low Vision and Deaf and Hard of Hearing

Minimum Qualifications and Credentials Required:

- Must hold a valid license from the Indiana Department of Education, Division of Professional Standards or be in the process of earning a license in these areas

Essential Functions:

1. Act as a case manager for each student on your class list
2. Collaborate with other professionals in providing services to students
3. Observe confidentiality requirements for identified special education students
4. Review emergency procedures with building staff to ensure students will be safe during a disaster (tornado, fire, earthquake...)
5. Maintain scheduled consultation and collaboration with teachers appropriate for the students' IEP
Ensure each student's individualized education program is accessible for each of the
6. students' teachers, related services providers and other service providers who are responsible for implementation of the individualized education
7. Communicate the requirements of the students' IEPs in a manner that all professionals and support staff involved with individual students understand their responsibilities
8. Participate in scheduled teacher staff development activities
9. Act as a consultant to promote and enhance access of education for special needs students
10. Submit required information for local, state and federal reports
11. Submit daily schedule to appropriate offices
12. Regularly apprise parents of individuals student's progress
13. Ensure any accommodations on statewide or district assessments are implemented according to the student's individualized education program
14. Consult with audiologists on audiograms, assistive technology, and other hearing issues
15. Supervise and evaluate educational interpreters
16. Troubleshoot and provide technical support on assistive technology equipment
17. Provide teachers and assistants training on the use of assistive technology and appropriate teaching strategies
18. Attend trainings to update knowledge on new technology and best practices for teacher and students regardless of the mode of communication or hearing devices



19. Train oral language facilitators
20. Attend case conferences at Indiana School for the Blind and Indiana School for the Deaf
21. Order and return large print textbooks to Indiana Educational Resource Center at Indiana School for the Blind
22. Respond to communication in a timely manner
23. Develop, revise and monitor the implementation of the IEP
24. Help select instruction materials and individualized instruction appropriate for the students' IEPs
25. Provide input to and assist with the classroom management and discipline appropriate for the student's IEP
26. Prepare or assist in the preparation of instructional materials in Braille for staff; Provide Braille instruction
27. Other duties and responsibilities as assigned by the Director