**This position will be open until filled**

**Job Description:**

A part-time certified Teacher for the Visually Impaired is needed in the Southwest Georgia area to provide supplemental educational services to students with disabilities, ages 3-21, as needed through the assignment of students' Individualized Education Programs (IEP).

This position involves serving students in up to 7 Southwest Georgia Systems and will require daily travel which will be reimbursed.  Southwest Georgia RESA is the official employer for this position.  The position offers a competitive salary (based on experience) Presently, this position is non-benefit eligible. The number of work days will be based on the needs of the systems.

**Job Duties:**

Include, but not limited to:

1. Demonstrates prompt and regular attendance and adheres to established work schedules.  
2. Carefully plans for and teaches students using differentiated instruction driven by IEP goals (in whole group, small group and individualized settings).  
3. Fosters a positive learning environment and monitors student progress related to academic, emotional, social and vocational goals.  
4. Works cooperatively and communicates effectively with students, parents, community members, administration and other system personnel.  
5. Facilitates home-school communication by such means as conferencing, telephoning, E-Mail, and using web-based teacher classrooms to communicate student learning.  
6. Demonstrates self-control, maintains appropriate supervision and protects welfare of students at all times.

7. Maintains a neat and attractive instructional area that is conducive to teaching and learning according to GPS and best practice.  
8. Serves as a model for students based on high moral and ethical standards.  
9. Follows the regulations specified in the MCS Special Education Policies and Procedures Manual, as well as Professional Standards Commission Code of Ethics for Educators.  
10. Submits accurate and timely monthly caseload updates to Director of Special Education and RESA.  
11. Monitors and supports academic, social, behavior, and vocational achievement (i.e., monitors attendance, maintains logs of parent contact, documents progress on IEP goals, addresses parent concerns, tracks

students’ progress for one year following graduation from high school, etc.) for students on caseload.  
12. Submits to the Director of Special Education complete, accurate, and timely IEPs and other necessary data and reports as required (i.e., lesson plans tied to GPS standards, placement and course recommendations, etc.).  
13. Participates in grade conferences, committee work, community events, departmental meetings, professional learning, staffings, IEP meetings and meetings conducted by the Department of Special Services and Assessment.  
14. Implements actions and collects impact data as outlined in our system strategic plan, CLIP, APR, Tier 4 DSS documentation procedures and any actions mandated by local or state plans (Corrective Action, etc.).  
15. Performs other duties as may be assigned by the RESA Director and/or the Director of Special Education.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed below are representative of the knowledge, skill, and/or ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

**a)**A professional Georgia Teaching Certificate in Special Education Visual Impairment (P-12).

**c)**Language Skills:   Ability to read and comprehend simple instructions, short correspondence, and memos.  Ability to write simple correspondence.  Ability to effectively present information in one-on-one and small group situations.

**d)**Mathematical Skills:  Ability to add, subtract, multiply and divide in all units of measure, using whole number, common fractions, and decimals.  Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**e)**Reasoning Ability:  Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving variables in standardized and non-standardized situations.

**f)**Technical Ability:  Must have considerable knowledge of Microsoft Office Products.  Familiarity with interoffice applications preferred.

**g)** Customer Service Skills:  Must be able to interact effectively with colleagues, administrators, teachers, staff members, students using tactful yet effective skills.

**Professional Requirements:** Must serve as a role model to students.  Desirable personal characteristics are required. Appropriate dress and grooming consistent with established standards required.  Must be at work on time.  Must meet attendance standards.  Must conduct activities safely.

**Physical Demands:**  The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, and lift.  Occasionally, the employee must crouch or kneel.  The employee must be able to exert or lift up to 75 pounds.

**Work Environment:**  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, occasionally loud.

Frequent travel involves exposure to traffic and outdoor elements.

**Confidential Data Exposure:**   The nature of this position entails exposure to confidential data.  Confidentiality must be held regarding financial and personal information.

Please complete Employment Application, send letter of interest and resume to Tim Helms, Sr., 570 Martin Luther King Road, Camilla, GA 31730.  Or email to thelms@swresa.org 