

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** Case Manager for the Visually Impaired

**File 323**

**Reports to:** Principal

**Job Objectives:** Provides assessments and interventions that help identified students achieve maximum benefit from the educational program. Encourages parental involvement.

*Note:* Duties require traveling to various buildings throughout the district as scheduled.

**Responsibilities and Essential Functions:**

- Prepares the assigned classroom. Requisitions books, program supplies, and equipment. Promotes the proper use and care of school property.
- Teaches scheduled classes. Documents teaching performance objectives. Creates effective learning experiences. Ensures that lesson plans align with the district's adopted courses of study.
- Submits written lesson plans according to building procedures. Provides prompt notification of absences. Ensures that teaching materials, class lists, and classroom procedures are readily available for substitutes.
- Upholds board policies and follows administrative guidelines and follows administrative procedures.
- Promotes a professional image of the school district. Encourages community partnerships that enhance district programs and services.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
- Consults with district staff to identify ongoing/emerging needs of students.
- Obtains informed consent before providing services. Facilitates decision-making activities. Helps parents understand service goals and how they relate to the educational program.
- Develops a service schedule. Helps staff resolve problems related to the participation of students with disabilities in appropriate learning activities. Complies with federal and state policies/procedures for the education of students identified as having a disability.
- Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.)

- Administers standardized and alternative tests as directed. Follows test security procedures. Helps students with content-area preparation activities.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Evaluates student achievement/performance and assigns grades. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.)
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in intervention assistance team (IAT) and Alternative Learning center (ALC) entrance meetings. Works with team members to reach a consensus on a plan for students requiring assistance.
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Makes a referral for student assistance/intervention when a need is indicated. Meets mandated deadlines for required paperwork.
- Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Supervises non-classroom duties when assigned.
- Participates in parent conferences, open houses, and other required school events.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Develops and implements procedural protocols necessary to safeguard assessment results shared with staff and/or referral sources. Ensures that confidential materials are stored properly.
- Guides students in regimens and the use of equipment.
- Teaches skills that help students manage their environment. Helps students take full advantage of the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).
- Provides information about techniques to help families assist student with activities at home.
- Supports an inclusive educational environment. Provides ongoing communication and support for teachers. Encourages and supports positive peer relationships.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Supervisory Responsibility:** Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Minimum Qualifications:**

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.

**Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Training and/or experience in behavioral management techniques.
- Acknowledges personal accountability for decisions and conduct.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
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**Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions and duties.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Amherst Exempted Village School District Board of Education. The Amherst Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.