

**PROPOSED**

**CURRENT**

## DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

PERSONNEL REQUEST NO.	EFFECTIVE DATE

DIVISION California School for the Blind	POSITION NUMBER (Agency – Unit – Class – Serial) 184-640-9151-007
UNIT California Education Resource Center for the Blind and Visually Impaired	POSITION CONTROL NO.
INCUMBENT	CLASS TITLE Teacher

**Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.**

CSB Assistive Technology Center and Education Resource Center for the Blind and Visually Impaired:  
 The On-Campus Teacher prepares and teaches targeted lessons to small groups and individual students. Acts as lead teacher for the Teaching Assistant supporting the Assistive Technology Center. Write curricula, how-to guides, and develop other products to support the acquisition of technology skills as well as the implementation of technology teaching and best practices by members of educational teams.


Conference attendance and presentations in addition to creating and implementing trainings and workshops provided throughout the school year at CSB or hosted at other locations throughout the state as appropriate.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <b>(Use additional sheet if necessary)</b>
70%	Prepare and teach targeted technology lessons to small groups and individual students. Prepares lessons in a year's course of study in accordance with amount of instruction based on campus need and other needs as determined through collaboration with the Director of the Education Resource Center and other members of the Assistive Technology Center.  Collaborates with other professionals and support staff to increase the use of and integration of technology on campus including attending and participating in appropriate meetings. Acts as lead teacher for the Teaching Assistant supporting the Assistive Technology Center including schedule coordination, and training as appropriate.
20%	Write curricula, how-to guides, and develop other products to support the acquisition of technology skills as well as the implementation of technology teaching and best practices by members of educational teams.
5%	Assists in short courses and on-campus and community wide events such as White Cane Day, Vendor Day, Assistive Technology Center Open House, etc.  Conference attendance and presentations in the state as appropriate.
5%	Other duties as assigned.

**To be reviewed and signed by the supervisor and employee:**


**Supervisor's statement:**

- I have discussed the duties and responsibilities of the position with the employee
- I have signed and received a copy of the duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE 	DATE
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**Employee's statement:**

- I have discussed the duties and responsibilities of the position with my supervisor
- I have signed and received a copy of the duty statement

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE
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