

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Employee Qualifications Policy

### Policy/Procedure S-10

**Policy:** The Indiana School for the Blind and Visually Impaired requires that all classified, unclassified and contracted personnel are appropriately licensed or certified to provide services for which they are employed or contracted in accordance with requirements of the Indiana State Board of Education, Professional Standards Board, Indiana State Personnel Department, and the Indiana School for the Blind and Visually Impaired Board. The ISBVI Superintendent shall ensure that all staff have or obtain the appropriate and required certifications, licensure, and training in their respective fields or areas.

The Indiana School for the Blind and Visually Impaired requires that each person employed in special education programs in an instructional or educational supervisory capacity hold a valid Indiana professional license in the area of visual impairment. In the event it becomes necessary to hire instructional staff members who do not possess required certifications in the area of visual impairment due to the unavailability of qualified applicants, these employees must satisfactorily complete a minimum of six university credits, or the equivalent thereof, annually in the required area of certification as part of the requirements for obtaining and maintaining an Indiana Emergency license and ultimately full certification in the area of visual impairment.

Newly hired full-time professional service staff (psychologists, physical therapists, occupational therapists, social workers, guidance counselors, and speech and language pathologists) hired after July 1, 2001, in addition to their license requirements in their area of specialty, shall be required to participate in 5 clock hours each school year of trainings, workshops, seminars, webinars, etc. in the area of visual impairment, preapproved by the individual supervisor, unless previous coursework has been taken or certification obtained.

Failure of instructional or educational supervisory employees to maintain satisfactory progress toward certification or related service staff, toward participating in 5 clock hours (each school year) of trainings, workshops, seminars, webinars, etc. in the area of visual impairment within the required time frames from the date of hire will result in Indiana State Personnel discipline up to and including termination.

It is the responsibility of the employee to submit the necessary documentation to their immediate supervisor and the Human Resources Department at the Indiana School for the Blind and Visually Impaired at the conclusion of coursework, trainings, workshops, seminars, webinars, etc. Additionally, it is also the responsibility of the employee to apply for and submit documentation to their immediate supervisor and the Human Resources Department at the Indiana School for the Blind and Visually Impaired as it relates to emergency permit requirements.

The ISBVI Board directs the ISBVI Superintendent to ensure ISBVI staff and ISBVI contracted employees' compliance with this policy consistent with statutory requirements by:

- 1) Providing ISBVI staff and contractors written notice and documentation of their awareness and receipt of these documents;
- 2) Affording initial and periodic on-going training to ISBVI staff and ISBVI contracted employees on the ISBVI Policy for Employee Qualifications and accompanying ISBVI Administrative Directives and Procedures.

**ISBVI Policy S-10**

**Adopted by ISBVI Board:** 3/19/01

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