

DEAF/ASL EDUCATION-VISION/ ORIENTATION & MOBILITY DEPARTMENT HANDBOOK

(Revised August, 2018)

Teacher of the Deaf/Hard of Hearing (TOD/HH)
Teacher of the Visually Impaired (TVI)
Orientation & Mobility Specialist (O&M)
Cued Speech Transliterater (CST)
Signing Skills Coach (SSC)
Notetaker
Interpreter
Captionist

NOTE: The Deaf/ASL Education-Vision/Orientation & Mobility Handbook was revised to be used in conjunction with the Monroe One BOCES Handbook. The Deaf/ASL Education-Vision/Orientation & Mobility Handbook gives directions and/or emphasizes procedures that are specific to our department.

Deaf/ASL Education Department – Vision /Orientation & Mobility Department

41 O'Connor Road, Building 5, Fairport, New York 14450

Ph: (585) 249-7010 (voice) 249-7883 (fax)

www.monroe.edu/Deafed or www.monroe.edu/vision



#oneteam

Monroe One BOCES

Daniel White
District Superintendent

Cathleen Hauber
Assistant Superintendent for Instructional Programs

Cherie Becker
Director of Student Programs & Services

Mr. Shannon Duserick
Assistant Director of Student Programs & Services

The Deaf Education and Vision Department is a component of Student Programs & Services under the direction of Cherie Becker and Shannon Duserick. Some other departments that fall under the Student Programs & Services umbrella include Clinical Therapies (i.e. Speech, PT, OT), Mental Health Services and Consultant Teacher & Tutoring Services (CTTS).

Support Services Program Coordinators

Julie Hanson
Deaf/ASL Education-
Vision/Orientation &
Mobility

Jamie Wing
Clinical Therapies

Liz Walton
Consultant Teacher/
Tutoring Services

Bill Hurley
Mental Health

Deaf/ASL Education-Vision/Orientation & Mobility

Julie Hanson
Program Coordinator
249-7015

Kathleen Foster
Assistant Program Coordinator
249-7011

Andreana Durkin
Program Assistant/Interpreter Supervisor
249-7012

Anne Kingston
Program Assistant/Captionist and SSC Supervisor
249-7014

Cynthia Baker
Vision TOSA
249-7009

Administrative Assistants: **Beverly Huitt**.....249-7010
Char Krichew.....419-8192
Joan Santspree..249-7016
Pat Wagar.....249-7018

Absence Procedure

1. Call the office as soon as you know you will be absent, 585-249-7010. (You can leave a message 24/7.) If this line is down, call Julie Hanson's cell at 770-0085. **Do not leave a message on any other line or use email to report an absence.**

- If it is **before 6:30** am on the day of your absence:
 - press **1** as soon as the message begins
- If it is **after 6:30** am on the day of your absence:
 - press **2**

Provide the following information:

- Your name
- Date of your absence
- Full or half day (half day-time you will be out)
- Reason for absence (sick, personal, conference, etc.)

2. **Call your school(s) to inform them you will be out.**

Vision Staff ONLY: Call Char, 585-419-8192, she will call your school(s).

TOD/HHs ONLY: Include the name of your sub and any other pertinent information.

TEACHERS ONLY: Please call/make arrangements for a substitute.

Attendance

- Monroe #1 BOCES Deaf/ASL Education–Vision/Orientation & Mobility Department employees work the same days as salaried professional staff within the assigned school district.
- Interpreters, Transliterators and Teachers: follow a 7.5 hour work day (typically the same hours of the teachers in the building).
- Notetakers, Captionists, and Signing Skills Coaches: follow a 6.5-hour work day.
- Follow the school year calendar of the school district where you are assigned. You can find calendars on your school district's website.
- Student Absences or if you're not needed (by your student) for your normal assignment on a workday:
 - Interpreters and Signing Skills Coaches:
 - Call the Deaf/ASL Education office, (585)-249-7010. You may be assigned to a student who may otherwise go unserved, or you may be asked to assist with other departmental needs.
 - Notetakers/Captionists:
 - Remain in your school to take notes for your student.
- Staff Meetings: Each staff member is expected to attend their designated staff meeting. Each group has staff meetings scheduled after school throughout the year.
- District Staff Meetings: You may need to attend district staff meetings beyond your school day. If so, contact your supervisor.
- WinCapWeb: Monroe One BOCES electronic attendance system
 - Enter your start and end time into WinCapWeb daily.
 - Use WinCapWeb to independently check your attendance history and the number of sick and personal days you have available.

Computer/Email/Cell Phone Use

- Your BOCES email account and BOCES-issued computers are to be used for professional duties only.
- It is expected that each staff member check their BOCES email on a **daily** basis.
- Cell phones should not be used for personal matters during student(s) instruction time.
(Please also refer to, <http://www.monroe.edu/5260>)

Conferences

You may participate in additional staff development activities, such as those offered through conferences/workshops, district teacher centers, and the BOCES Office of School Improvement Services, if the offering matches a *pre-established goal for your professional growth*. Conference monies may be used to cover pre-approved registration fees and expenses.

Directions to Attend a Conference:

1. Four weeks prior to the conference/workshop, contact your supervisor and Julie, Program Coordinator, to obtain approval for all conference/workshop attendance.
2. Contact Pat, 249-7018, to begin registration and paperwork procedures.
3. The day of or the day before the conference/workshop, call the Deaf Ed and Vision Department, 585-249-7010, to report your absence from your school and to leave specific information for the substitute.

Confidentiality

Please use sound professional judgement and discretion when sharing information about your students. Consult with your supervisor and/or the Program Coordinator if you have specific questions/concerns.

Library Systems

The Deaf Education and Vision Department is one department comprised of two disciplines. Each discipline has their own library.

Deaf Education Library:

Location: Room X-12, (The Adirondack Room), Building 5

- Sign out the desired item using the library card attached to it.
- Leave the card in the designated, labeled container. Pat tracks the cards.

To search what is available in the library, go to: <http://library.monroe.edu>

- Choose: 1. BOCES Programs
2. Deaf Education

A library search page will open. Search for materials using keywords, title, author, or subject.

Vision Library:

Location: Room Y-1, Building 6

- Sign out the desired item using the library card attached to it.
- Leave the card in the designated, labeled container. Char tracks the cards.

Professional Expectations

Each of us is expected to exhibit professional and ethical conduct in the work environment at all times. BOCES staff assigned to a district, comply with district policies as well as BOCES policies. **Be the best BOCES ambassador you can be.** (Please also refer to, <https://www.monroe.edu/Page/6375>)

- Communicate respectfully with all building staff, colleagues, students, parents, and administrators, being aware of your words, body language, facial expressions, tone of voice, etc.,
- Converse about student issues within team meetings and in other appropriate settings only. Be cautious when discussing students with others who are not directly involved. Be mindful of the importance of confidentiality.
- Notify the Deaf Education and Vision Department office as soon as you become aware of a concern about our services.
- Turn off cell phones during class time and meetings. Limit cell phone communication to your break or lunch time. Check your school(s)' policy on cell phone usage and adhere to their policies.
- Be aware of and adhere to food and beverage consumption school policies (outside of the cafeteria/in the classroom) and/or classroom teacher requests.
- Complete and submit all forms/paperwork when they are due. Update your schedule as changes occur, in both the purple substitute folder and the Deaf Ed and Vision Department office.
- Arrive to school and each class on time.
- Check your BOCES email daily.
- Input your time/attendance into WinCap Web, daily.
- Arrive to staff meetings on time.
- Dress for a professional work environment.
- Never transport students in any vehicle you are driving.
- Before bringing an intern or visitor in your school, clear it through your supervisor prior to the visit.

Social Networking Sites

Staff may not access social networking sites such as Twitter, Instagram, Facebook, etc. during work hours. It is strongly recommended that you not “friend” or “follow” students. Additionally, it’s suggested and expected that BOCES employees use their best judgement when posting and/or responding to posts on social media sites. Inappropriate content should be avoided. (Please also refer to, <https://www.monroe.edu/2412>)

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