



## Classification Specification

### BRAILLIST

<b>Department:</b>	Special Education
<b>Reports To:</b>	Site Administrator; Director of Special Education
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Perform a variety of braille translation and transcription functions and activities; prepare braille copies of instructional materials and instructional aids for use by visually impaired students; emboss, re-edit, and bind materials using various methods; review student work that has been completed in braille; create tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and machines; provide instructional support to students who are learning braille; perform routine clerical duties.

#### **Essential Duties and Responsibilities:**

- Perform braille translation and transcription of printed material and oral instructions; determine appropriate format and prepare a variety of instructional support materials; utilize braille code to transcribe braille material.
- Braille copies of tests, study material, maps, textbooks, charts, and other instructional materials; assist students of the visually impaired with their braille understanding.
- Download and adapt electronic format textbooks and other materials.
- Type instructional materials in large print format for partially sighted students.
- Inner line and proofread braille materials.
- Binds and labels books, tests, and other materials.
- Provide instructional support to students to reinforce instruction, including learning braille.
- Review and correct assignments completed in braille.
- Operate specialized equipment to produce the brailled copies and materials such as scanner, embosser, and brailier.
- Operates a variety of classroom equipment, a computer and assigned software.
- Enlarge and copy instructional materials.
- Maintain an inventory of supplies and equipment used in the program for the visually impaired.
- Perform a variety of routine clerical and supportive tasks, such as typing, duplicating materials.
- Communicate with teachers, staff, administrators, and various outside agencies to exchange information and resolve issues or concerns.

- Prepare and maintain a variety of records and reports related to assigned activities.
- Drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

### **Required Qualifications:**

#### **Knowledge of:**

- Instructional processes and procedures pertaining to a program for the visually impaired.
- Proper operation and use of braille and large print transcription equipment and machines.
- Braille codes, English usage, punctuation, spelling, and grammar.
- Modern office practices, procedures, and equipment.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including math, grammar, spelling, language, and reading.
- Basic record-keeping techniques.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.
- Literary and Nemeth Braille Code.
- Foreign language, music, and computer braille codes desired.
- Student behavior and developmental characteristics.

#### **Ability to:**

- Perform a variety of braille translation and transcription functions and activities.
- Inner line and proofread braille.
- Transcribe printed material into braille with speed and accuracy.
- Perform a variety of routine clerical duties.
- Assist with reinforcing instruction to visually impaired students learning braille.
- Communicate effectively both orally and in writing.
- Monitor, observe, and report student behavior and progress according to approved policies and procedures.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.
- Operate a computer, scanner, and assigned software.
- Operate specialized equipment, including a scanner, embosser, and brailier.
- Write sentences using proper grammar, spelling, and punctuation.
- Maintain confidentiality of sensitive and privileged information.
- Learn and utilize standard teaching aids.

**Education:** One of the following: 1) Completion of an Associate of arts (AA) degree; 2) 48 units of course work at the college level. 3) High school graduation or equivalent GED, and the successful completion of a comprehensive exam in the areas of reading, math, and written language.

**Experience:** One (1) year of experience in the operation of a braille writer or possession of a Library of Congress certificate of efficiency as a Braille transcriber.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver's license.
- Successful completion of an exam that assesses the individual's ability to work with children.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- Some experience working with visually impaired individuals in an educational or organized environment is desirable, but not required.

**Working Conditions:**

**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.

- Indoor/classroom/office work environment.
- Moderate noise levels.
- Fast-paced environment with changing priorities.
- Driving a vehicle to conduct work.
- Occasionally, the employee may work outdoors supervising students or working with small groups.

**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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work sitting at a desk or table.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Operate computers and other office equipment.
- Frequently required to: stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.
- The employee may occasionally be required to: lift and/or move objects up to 25 lbs. in weight.

**Hazards:**

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.