

Braillist

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work translating printed educational material into Braille or raised material for tactile-accessible learning formats, maintaining equipment and material inventory, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Director/Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Uses Braille translation program to scan, edit and translate printed classroom materials into Braille for students who are blind.

Uses tactile graphics technology to create raised line drawings to accompany classroom materials.

Maintains library and database of Braille, enlarged materials and equipment.

Orders and records American Printing House, Recording for the Blind and Dyslexic and Library of Congress materials.

Knowledge, Skills and Abilities

Thorough knowledge of computer software and office equipment manuals; thorough knowledge of Braille textbook format; thorough knowledge of the purpose of charts, maps, and graphs to provide key information for students to understand multiple media; comprehensive skill prioritizing work and project status; thorough skill adapting learning environments; thorough skill organizing orders and requests for records for staff access; thorough skill operating standard office equipment and applicable hardware and software; thorough skill operating standard tools of the trade; thorough skill operating standard database and ordering software; ability to understand basic mathematic computations; ability to make arithmetic and geometric computations; ability to read and interpret graphs; ability to communicate effectively; ability to establish and maintain effective working relationships with district staff, vendors, and purchasing agencies.

Education and Experience

High school diploma or GED and minimal experience working as a classroom paraprofessional, working with Braille, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; no special hearing perception is required; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Library of Congress Grade 2 Literary Braille certification within two (2) years.

Last Revised: 9/27/2011