



Braillist

GENERAL PURPOSE

Under general supervision, utilizes specialized software programs and equipment to convert textbooks, classroom materials, tests, and other educational print materials into alternate formats, including Braille, large print, and tactile graphics formats; orders Braille, large print materials, auditory materials, and adaptive equipment to meet student IEP requirements; provides technical support and assistance to students and teachers in classroom settings; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Braillists provide a variety of technical and assistive services to ensure that blind and visually impaired students are served in accordance with the requirements of their Individual Education Plans (IEPs). Incumbents make technical assessments and order appropriate adaptive equipment and software to meet specific student needs. Incumbents order and/or convert educational materials, including math operations, pictures, maps, and illustrations, into large print, Braille, and tactile graphic formats. Incumbents assist and work with teachers and students in the classroom to ensure that student learning needs are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Utilizing specialized software and hardware technologies, transcribe a variety of instructional materials, including textbooks, recreational books, tests, and other print materials to alternate forms, including braille, digital, and large print formats; determine the most effective methods for modifying and converting materials into Unified English Braille, Nemeth Braille, foreign language or tactile graphics; convert students' braille materials into standard print format for teachers; and proofread all materials translated.
2. Identify needs, order, and deliver large print and braille books, adaptive equipment, computers, and software to meet student IEP requirements; install and configure specialized software; research and obtain price quotes on materials and adaptive technologies; check equipment and materials out to students; and learn the use and operations of new adaptive technologies and provide instruction to students and teachers.
3. Provide one-on-one instructional assistance to blind and visually impaired students in the classroom and suggest methods to teachers for providing appropriate assistance to students.

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4. Observe students and monitors progress in meeting IEP goals; make notes and meet with teachers to discuss progress and determine appropriate methods, tools, teaching strategies, and special accommodations to assist students; develop special tools, manipulatives, and materials for student use; and instruct students in the use of braille.

OTHER DUTIES

1. Maintain inventory records of textbooks, brailers, and other braille and low vision technology provided to students and school sites.
2. May perform general clerical duties in support of the Vision Services Office.
3. May troubleshoot and resolve equipment and software problems; and refer more complex problems to vendors for resolution.

QUALIFICATIONS

Knowledge of:

1. Methods and practices of child guidance, especially as they relate to moderately to severely emotionally, mentally, and/or physically disabled special education students.
2. The appropriate application of media forms, including braille, large print, and tactile graphic forms, to address the specific needs of blind and visually impaired students.
3. Advanced techniques, uses, and operations of software and hardware packages that produce alternate texts and print.
4. Advanced uses and operations of personal computers and other adaptive technologies.
5. Craft methods and techniques applicable to the preparation of tactile graphic materials for blind and visually impaired students.
6. Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
7. Modern office procedures, methods, and equipment.
8. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
9. CPR and first aid.

Ability and Skill to:

1. Install, operate, and maintain a variety of technical software and hardware packages that produce alternate text and educational print materials.
2. Train and provide technical assistance and instructional support to students and faculty on the uses of braille, large print, other tactile materials and manipulatives, and the operations and maintenance of applicable software and hardware packages and other materials.
3. Understand, apply, and reach sound decisions in accordance with OCDE policies and procedures.
4. Communicate clearly and concisely, both orally and in writing.
5. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.

6. Deal with sensitive and difficult situations.
7. Establish and maintain effective working relationships with OCDE management, faculty, staff, students, the public, and others encountered in the course of work.
8. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is an associate's degree and two (2) years of experience working with Braille transcribing and other assistive technologies, preferably in an educational setting; or a combination of training and experience.

Licenses; Certificates; Special Requirements:

Library of Congress Unified English Braille Certificate.

Obtain valid CPR and first aid certifications within six months of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees typically work in a classroom or office setting, and the noise level is moderately quiet. While operating Braille embossing equipment, the employee is exposed to loud noise.