

BRAILLIST

DEFINITION

Under general supervision, to perform a variety of Braille transcription work; to assist teachers with the preparation of classroom and teaching materials for visually impaired students; to assist with the instruction and supervision of students; and related work as required.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Braille Transcription

Performs Braille translation and transcription of printed materials and oral instructions; determines appropriate format and prepares a variety of instructional support materials; utilizes a Braille code form to transcribe Braille material using a hand stylus or Braille typewriter; prepares copies of tests, study materials, textbooks, charts, and others for visually impaired students; types instructional materials, lessons, and worksheets in large type print for partially sighted students; operates specialized equipment to enlarge and copy instructional materials; locates, orders, and receives Braille and other instructional materials for visually impaired students; and communicates with vendors, press representatives, and others to arrange for purchase, delivery, and loan of learning materials as assigned.

Record Keeping

Receives and distributes a variety of books and instructional materials for the visually impaired from local or national sources; assures materials are received and returned as necessary; maintains appropriate inventory of books, supplies, and materials applicable to the program; performs a variety of routine clerical and supportive tasks for instructional personnel, such as typing correspondence and letters, filing, opening and sorting mail, answering telephones and taking messages; catalogs and maintains library of visually impaired and Braille transcriptions and books; checks materials in or out of library as needed; operates a variety of office and Braille equipment including a copier, book binder, paper cutter, Braille embosser, computer and assigned software; prepares and maintains a variety of records and reports related to Braille materials, library activities, visually impaired students and others related to assigned activities; orders supplies and performs minor equipment repairs.

Related Duties

Travels to various sites to distribute materials; communicates with parents, teachers, staff, administrators, and various outside agencies to exchange information and resolve issues or concerns; provides information on program activities and responds to questions as appropriate; provides individual instruction to students or assists teacher with instruction; attends meetings, workshops and conferences related to ongoing certification as required; communicates with donation organizations; and other duties as assigned.

## MINIMUM QUALIFICATIONS

### Education and Experience

Person must possess 48 units of college coursework, an A.A. degree, or pass a proficiency test. Experience in Braille transcription, use of instructional technology pertaining to the visually impaired, and working with children in an educational setting is highly desirable. Person must possess or be willing to actively seek a Library of Congress Certificate in Literacy Braille.

### Knowledge

Braille devises and other peripheral equipment and aids; applicable and specific Braille codes; instructional and learning problems characteristic of visually impaired students; English grammar and usage; basic math functions; punctuation and spelling; and standard office equipment.

### Skills and Ability

Operate a thermoform copier, Braille transcribing equipment, enlarger copy machines, computers and use other program related technology to effectively and efficiently transcribe printed materials into Braille and translate Braille into printed form; communicate effectively in oral and/or written forms; understand and follow oral and written directions; maintain cultural awareness and sensitivity to work cooperatively with students, staff and team members, plan and organize work to meet schedules and time lines; demonstrate and understand attitudes regarding the instructional needs of students who are visually impaired.

### Physical Ability

Requires well-developed arm, hand and finger dexterity in order to perform advanced translation and interpretation and operate a keyboard at an advanced rate (50 wpm). Requires visual acuity to recognize objects, numbers and words. Requires the ability to carry on conversation with students, teachers and parents in person.

### Licenses and Certificates

California Driver's License required. Library of Congress Certification or the equivalent demonstration of competency.

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