

BRAILLIST

Non Exempt

General Definition of Work

Under general supervision, provides Braille instruction and produces Braille materials to facilitate a mainstreaming setting for blind students. Employee is responsible for transcribing materials into Braille and tutoring students in the use of Braille in reading, writing, and arithmetic. Employee coordinates services with various itinerant teachers, counselors, and assistant, and works with assists teachers to in appropriately modifying classroom activities for the visually impaired student. Employee receives general assignments and follows precedent courses of action. Reports to a teacher, principal and/or supervisor in the Exceptional Children Services area.

Qualification Requirements

- Graduation from high school supplemented by college-level course work in special education or a related field.
- One to two years of experience in the instruction of blind or visually-impaired students preferred.
- Or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Salary

Pay Grade 57

Reports to

Assistant Principal or Principal

Essential Functions

- Transcribes printed material into Braille language and format for use by blind students, including, but not limited to, portions of textbooks, worksheets, tests and supplementary reading.
- Prepares tactile graphics of maps, diagrams and graphs for use by blind students.
- Transcribes work prepared by blind students from Braille into printed English for use by sighted teachers, teacher assistants, other students, etc.
- Prepares lesson plans and instructs blind students in symbols and rules utilized when reading and writing using the Literary Braille Code, the Nemeth Braille Code, textbook format, foreign language Braille, computer notation, and Braille music notation.
- Instructs blind students in writing in Braille using Perkins Braille machine and manual slate and stylus.
- Instructs blind students in use of abacuses and talking calculators.
- Instructs blind students in interpreting tactile graphics.
- Attends classes with blind students to provide assistance in various tasks related to use of Braille and other instructional aides.
- Assists students until they achieve level of ability that allows independent use of such aides, or as otherwise requested by classroom teachers; and/or provides other instructional assistance to blind students, as appropriate.
- Confers with classroom teachers and students to advise of techniques for adapting instruction and assignments for use by blind students.
- Assists in preparation of Individual Education Plan for blind students.
- Assists in administering standardized tests to blind students.
- Reviews, tests and selects various instructional aids for use by blind students, as appropriate, and advises classroom teachers of their applications and use.
- Maintains inventory of texts, instructional aids and other material connected to Braille programs;

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- Oversees distribution and proper return of Braille texts and associated materials.
- Assists in ordering materials from the North Carolina Library for the Blind and Physically Handicapped.
- Compares Braille texts to English-printed texts, and amends Braille texts or prepares additional material, as necessary, to ensure content matches English-printed texts; corrects errors found in Braille material, as necessary.
- Adds English-printed text to Braille material for use by sighted teachers and others assisting blind students.
- Performs related work as required.

Knowledge, Skills and Abilities

- Considerable knowledge of Braille.
- Considerable knowledge of modifications and adaptive techniques for lessons and work assignments for blind students.
- Considerable knowledge of adaptive equipment for the blind.
- Considerable knowledge of correct English usage, spelling, grammar and punctuation.
- Skill in instructing and developing blind students.
- Ability to transcribe print to Braille and Braille to print.
- Ability to provide significant input into the development of Individualized Educational Plans and lesson plans.
- Ability to develop tactile graphics for blind students.
- Ability to assess the appropriate adaptive aids for students.
- Ability to administer assist in the administration of standardized test to blind students.
- Ability to maintain complete and accurate records and to develop simple reports from those records.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements

- Must be able to operate a variety of equipment including computers, tape recorders, copiers, etc.
- Must be able to exert up to 40 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.
- Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear).
- Must be able to communicate via use of Braille and computers 9 including email, downloading and uploading computer files.)

Special Requirements

Successful completion of Braille transcription courses offered by the North Carolina Department of Public Instruction within twelve months of employment in this position, with certification of proficiency in Braille transcription by the Library of Congress preferred.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.