

Brailist
New Hanover County Schools

Job Description

Class: Classified
Dept: Special Education

TITLE: Brailist

QUALIFICATIONS:

1. High school diploma.
2. Annually complete 15 hours of training related to Braille transcribing, Nemeth Code and assistive technology approved by the local education agency.
3. Certification of proficiency in Braille transcribing by the Library of Congress is preferred.

REPORTS TO: Principal/ Director of Special Education and Related Services

JOB GOAL: To provide transcribing and tutoring in the use of Braille for blind students within New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations, including IDEA.
2. Facilitate communication between the student, peers and adults in the school environment.
3. Know the content of the lessons prior to class to ensure accurate representation of the lesson; transcribe and prepare classroom and supplementary materials into Braille and other forms in a timely manner; prepare a variety of adapted instructional materials.
4. Serve as liaison to promote positive and cooperative relationships within the school environment.
5. Work on an ongoing basis with student who is blind; instruct student in learning and using the Braille and Nemeth code.
6. Provide consistent presence while the student attends school.
7. Assist student in gaining access to the curriculum and the school by communicating visual and auditory information within the environment.

8. Implement and document IEP goals; attend IEP meetings and other meetings in which educational programs for visually impaired students are planned and materials are reviewed.
9. Assist student's movement within the educational environment toward a goal of independence.
10. Communicate and work co-actively with students.
11. Perform related duties and responsibilities as requested by the Director and/or principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/FLSA Non- Exempt

Starting Salary and/or Grade: Grade 59

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of the communication modality used by the student who is blind.
- Knowledge of blindness and its impact on language and social skill development.
- Knowledge of basic computer skills.
- Skill in transcribing.
- Competence in English grammar, including syntax, spelling and punctuation.
- Ability to work as a part of the Individualized Education Program team.
- Ability to establish and maintain effective working relationships as necessitated by work.
- Lifting may be required.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.