



Job Description

POSITION CODE: 970
Classified Group: CSEA
Salary Range: 22
Work Days: 206
Page 1 of 2

POSITION TITLE: Brailist

DEFINITION: Under general supervision, transcribes lesson assignments, tests, textbooks, and reading books, on a braille and/or computer; maintains Braille library, distributes large print materials, and maintains and inventories department equipment.

DIRECTLY RESPONSIBLE TO: Program Manager or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Transcribes on a braille, or other translation device, daily assignments, tests, textbooks, and other reading material for visually impaired students, using literary, mathematical, or foreign language codes.
2. Orders books and supplies.
3. Maintains records of all special education materials for the visually impaired and distributes books and materials from the braille center to students.
4. Catalogs, indexes, stamps, and card-files all books, both transcribed and purchased.
5. Types or scans and enlarges assignments and tests in large type for partially sighted students.
6. Indexes and catalogs tapes and talking book records for master library.
7. Prepares diagrams in braille for problems in mathematics, geometry, and trigonometry.
8. Represents the visually impaired program in various public relations and information, and dissemination situations.
9. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Experience in Braille transcription; higher education courses in the areas of English grammar, mathematics, and literature highly desirable.

Licenses and Certifications:

- Possession of a Library of Congress Certificate of Proficiency in Braille

Knowledge, Skills, and Abilities:

- Knowledge of literary and foreign language braille codes
- Knowledge of the Nemeth Code
- Knowledge of correct English usage, spelling, grammar, and punctuation
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of district-wide and departmental educational goals and objectives
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community

- Ability to work effectively with all levels of district staff, parents, and students
- Ability to produce mathematical diagrams in raised line and large print
- Ability to operate a braillewriter, enlarger copy machines, and other related Braille transcribing equipment
- Ability to type with speed and accuracy
- Ability to order, catalog, and index books, tapes, talking books, and other related materials
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Quiet conditions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Move about school and facilities to conduct work including remaining in a seated or stationary position for long periods of time
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Operate office equipment requiring repetitive hand movement and fine coordination
- Lift and move objects weighing up to 30 pounds

Hazards:

- Work near moving mechanical parts

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/12/2017
Adopted: 4/12/1983
Revised: 6/17/2017