

## Braille Specialist

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### **Purpose Statement:**

This position of Braille Associate is done for the purpose(s) of assisting the teacher of the visually impaired (TVI) and orientation and mobility teacher with student instruction; adapting materials to student's reading mode (braille and large print); assisting with Braille and adaptive equipment instructions as directed by the vision teacher; and serving as a member of the vision program team.

### **Essential Functions:**

- Adapts a variety of classroom materials (e.g., Braille, tactile materials, curriculum, assignments, tests, assessments, flash cards, books, high contrast materials, etc.) for the purpose of implementing programming to meet the needs of students.
- Assists in student instruction in the use of adaptive equipment (e.g., translation programs, CCTV, magnifiers, etc.) for the purpose of teaching and reinforcing the use of Braille and Nemeth code and ensuring proper and safe use of equipment.
- Communicates with classroom staff and TVI closely on needs of students for the purpose of providing adapted curriculum/materials.
- Maintains files and/or records for the purpose of ensuring availability of required information.
- Makes large print reproduction of regular print materials (e.g., scanning, enlarged, copied, etc.) for the purpose of providing instructional materials.
- Orders vision department material and equipment for the purpose of providing instructional materials as needed (through Ogden Resource Center at Washington State School for the Blind, Washington Talking Braille Library).
- Participates in program staff meetings (e.g., in-service, workshops, etc.) for the purpose of receiving and/or conveying information regarding visually impaired students.
- Responds to inquiries (e.g., parents, teachers, staff, etc.) for the purpose of providing information or referring to appropriate personnel.
- Supports mobility teacher with students (e.g., sighted guide, by making tactile graphs, maps, charts, etc.) for the purpose of orientation and mobility concepts.
- Transcribes print materials using Perkins Braille writer (e.g., input into computer program, scanning/translation program, making tactile mathematical drawing/graphs, etc.) for the purpose of providing classroom material for visually impaired student and providing Braille-to-print translation for non-Braille readers to work with students.
- Works effectively and collaboratively with diverse student, staff, and community populations.

- Works with TVI in assisting/teaching specialized equipment (e.g., Braillists, keyboarding, electronic scanners, voice to, computer software, Braille embossers, refreshable braille systems, etc.) for the purpose of ensuring proper and safe usage of equipment.
- Performs in an accurate and confidential manner consistent with applicable rules, policies, and laws.
- Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
- Operates computer and software programs as related to job responsibilities.
- Works as an active, contributing team member of school teams, regional teams, district teams and Student Services Department groups to solve problems and create new opportunities.

### **Other Functions:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Maintains visual program inventory/destiny by tracking, checking in and out all visual materials.
- Attends meetings for the purpose of conveying and/or gathering information.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge, Skills, and Abilities**

- Ability to cultivate and model a respectful working and learning environment.
- Knowledge of Microsoft Office applications
- Demonstrated proficiency in oral and written communication.
- Ability to take initiative, work independently, and effectively manage multiple projects.
- Knowledge of literary and mathematics grade two braille codes
- Knowledge of textbook pagination and format
- Knowledge of specialized equipment for low vision adaptation (i.e., CCTV, laptop computers, PDA, etc.)
- Knowledge of tactile graphics
- Knowledge of IEP evaluation software
- Ability to analyze data utilizing a variety of complex processes.
- Ability to adapt to changing work priorities.
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments/schools and community.
- Ability to work with third party software, internet, and email programs.
- Ability to drive between schools during the workday.
- Ability to learn and apply new tasks.
- Ability to maintain confidential and sensitive material and information.
- Ability to work effectively and maintain a positive leadership culture in support of the district's strategic goals, while under pressure
- Ensure compliance with federal, state, local laws, regulations, and policies that govern public school districts.

- Ability to perform multiple, technical tasks and to continually upgrade skills to meet changing job conditions.

**Education and Experience**

Unified English Braille – WSSB Certificate preferred. Experience with embosser, thermaform and Duxbury preferred.

**Working Environment**

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling: some stooping, kneeling, crouching, and/or crawling: and significant fine finger dexterity. Generally, the job requires 50% sitting 15% walking and 35% standing. This job is performed in a generally hazard free environment and in a clean atmosphere.

**Required Testing**

None Specified

**Certificates & Licensing**

Unified English Braille – WSSB Certificate  
Valid Driver’s License and Evidence of Insurability

**Continuing Education/Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance