

Instructional Assistant/Braillist**DEFINITION:**

Under the direction of the Assistant Director of Student Support Services or designee. The Instructional Assistant/Braillist provides support to assist teachers in implementing the instructional program for students whose primary disability is blind or visually impaired.

QUALIFICATIONS:

Education/Experience:

- High School diploma or equivalent
- Braille transcription.
- Knowledge of Grade 1 and 2 Literary Braille.
- Experience working with individual or small groups or children or adults.

Certificates and Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

DISTINGUISHING CHARACTERISTICS:

The ability to:

- Utilize Braille transcriptions methods.
- Operate Braille equipment, specialized software and Braille embosser.
- Read and write Braille from both computer and Braille writer.
- Create tactual graphics.
- Identify general problems and behaviors of visually impaired students.
- Correct English usage, spelling, grammar and punctuation.
- Establish and maintain an effective working relationship with students and adults.
- Operate motor vehicle safely.
- Be dependable and punctual.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Assists with the supervision, guidance and instruction of students in a wide variety of areas.
- Assists teaching staff with preparation of classroom and teaching materials.
- Checks students' progress and assists with individual work assignments.
- Assists with the monitoring and proper functioning of equipment designed to assist or accommodate students' vision.
- Administers and corrects tests.
- Transcribes materials from print to Braille and Braille to print.
- Operates Braille equipment and/or a computer in transcribing materials from print to Braille.
- Provides specialized assistance in Braille reading and writing.
- Maintains confidentiality to protect privacy of students, families and staff.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.