

**CLASSIFIED JOB DESCRIPTION**

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**STUDENT ATTENDANT-BRAILLE**

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**JOB SUMMARY:**

Under general supervision of a teacher or administrator, facilitates the communication between Blind/Visually Impaired pupils and others by providing Braille to English and English to Braille interpreting/transliterating services and provides other assistance to the instructional program in mainstreamed classroom settings. May perform a variety of clerical and supportive duties of average complexity and does related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Interprets/transliterates language for Blind/Visually Impaired students in a mainstreamed setting.
- Tutors students individually in Braille.
- Checks Braille writer and other equipment.
- Provides emotional support to students.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Ability to translate English into Braille using Braille/English transliteration; perform a variety of average to complex tasks; understand and carry out oral and written instructions; exercise patience and tact in dealing with physically and/or mentally handicapped children; work with, and maintain an effective working relationship with the public, and interact effectively and professionally under pressure.
- Knowledge of instructional/tutorial procedures; Blindness and its effect on the educational development of Blind/Visually Impaired individuals; correct language usage, spelling, grammar, and punctuation; California State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing, and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- Proficient in Nemeth (Braille translation software) and/or Unified English Braille (UEB) pre-K through sixth grade preferred, but not required.
- Supports various school sites to provide instruction/tutor students in Braille.
- High school diploma or GED required. Preferably supplemented by two years' college course work in childcare specialization or equivalent.

*Classified Salary Schedule:*     Range 22  
*BOARD APPROVED:*             04/03/01  
*REVISION DATES:*             07/01/15  
  09/12/18  
  07/18/23  
  08/09/2023