



Job Title: Braille and Tactual Materials Specialist

Supervisor: Coordinator of Special Education

Terms of Employment: 185 days

Job Summary:

Assist teachers of students with visual impairments in the provision of Braille and other adaptive materials.

Essential Duties:

1. Prepare adaptive materials in a timely fashion as needed by students.
2. Provide adaptive materials utilizing a variety of techniques including recorded texts tactile graphics and Braille.
3. Operate and assist students in the operation and maintenance of specialized equipment to include Braille Writers, keyboarding equipment, electronic scanners and personal computers.
4. Consult with classroom teachers to provide adaptive materials that are both accurate and appropriate.
5. Carry out basic Braille formatting for literacy foreign language and Nemeth Code rules, except when modifications are requested by the VI teacher to accommodate Braille reading ability of individual students.
6. Translate student Braille materials.
7. Produce special Braille formats.
8. Provide Braille output with a variety of Braille systems, including Braille translation software or comparable electronic rapid Braille production systems and Braille writers.
9. Maintain inventory of equipment and VI program materials.
10. Identify and request supplies needed in order to complete job duties.
11. Work independently.

Other Duties:

Assume other duties as assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Must meet requirements for a paraprofessional which includes one of the following: Minimum of 60 college credit hours or an Associates Degree or Paraprofessional certificate.(Bachelors Degree Preferred)
2. Knowledge of windows and/or computer operating systems
3. Excellent keyboarding skills



4. Demonstrated understanding of Braille

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.

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.

Pay Grade: 106

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.