Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Braillist**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Instructional Support**	Pay Range:	**PT26H**
Prepared/Revised Date:	**September 4, 2025**	Job Code:	**42001**

SUMMARY: Responsible for assisting the Teacher for the Visually Impaired (TVI) and Orientation and Mobility Specialist by producing Braille and modifying materials for students who are visually impaired to allow for equal access and to enhance instruction. Transcribe print materials into Braille, interline, and prepare tactile graphics and enlarge materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Transcribe print materials, including textbooks and other books, which are not readily available from the Colorado Instructional Materials Center (CIMC), into literary braille for students with visual impairments Materials that may be transcribed for classroom use may include: spelling lists, basic worksheets, etc. For braille production, uses computer software and technology.
2. Produce adaptive instructional materials for students with visual impairments in accordance with the TVI and Orientation Mobility Specialist specifications. Embosses, re-edits, and binds materials using various methods.
3. Create tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and machines.
4. Demonstrate knowledge and skill of human guide and instructional technology/tools used by students with visual impairment, including low vision devices, abacus, screen readers, etc.
5. Manage and maintain all braille, large print, and instructional material for students with visual impairments.
6. Order office supplies and special materials for use with students who are visually impaired. Arrange equipment repair and send materials through various mal systems for repair.
7. Attend appropriate in-services, team meetings, and trainings.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in a related field with specialized training classes in Braille
- One to two years of related experience preferred
- Experience working with visually impaired students preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Colorado State Braille Competency and/or National Library of Congress Braille Certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Basic math skills
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to read and understand braille including Literary Braille Code (with CDE Certification) and Nemeth Braille Code
- Fluent with tactile graphics, braille embosser, and braille translation software
- Ability to translate written documents to Braille documents
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of Braille transcription software, Braille embosser, tactile image enhancer, adaptive software, Duxbury and the Perkins Braille Writer
- Basic operating knowledge of and experience with personal computers, peripherals and media equipment
- Basic operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Integrated Services Assistant Director	
Direct reports:	This job has no direct supervisory responsibilities.	

- May be responsible for supervising the behavior and well-being of students

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X
Analyze				X
Communicate				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Copy				X
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	

NOISE LEVEL:	Exposure Level
Moderate	X
Loud	
Very Loud	