POSITION DESCRIPTION

TITLE: Braillist Assistant
LOCATION: Special Services
REPORTS TO: Instructor(s)/Building Principal

SUMMARY STATEMENT:
Under the supervision of the program instructor(s) and/or the program administrator, and the building Principal, the Braillist Assistant will assist in the supervision of instruction and all other activities by brailing materials for and tutoring blind and visually impaired students on an individual as well as a small group basis.

ESSENTIAL FUNCTIONS:
1. Assist the program instructor(s) and/or the program administrator as follows:
   • Communicate effectively with students, staff, and the general public.
   • Transcribe written material accurately into literary Braille, tutor students in correct Braille usage, and be able to prepare tactile and large print materials.
   • Assist in explaining technical needs for the blind and visually impaired, i.e. positioning, time length, assignment modifications, and/or the need for large print material.
   • Assist in providing one-to-one and group instruction to students so as to meet course outcomes.
   • Assist in establishing and maintaining a learning environment as specified by essential learnings and curriculum outcomes.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Maintain accurate data on student progress.
   • Implement behavioral management strategies using the emphasis and techniques that have been outlined by the teacher.
   • Assist in organizing and preparing a variety of instructional materials.
   • Attend various training sessions as necessary so as to maintain an up-to-date understanding of issues relating to the blind and visually impaired.

OTHER RESPONSIBILITIES:
Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Demand</th>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Standing (33-66%)</th>
<th>Sitting (33-66%)</th>
<th>Walking (33-66%)</th>
<th>Writing (Up to 33%)</th>
<th>Bending (33-66%)</th>
<th>Stooling (33-66%)</th>
<th>Lifting (66-100%) Up to 50 lbs.</th>
<th>Acceptable Attendance</th>
<th>Reaching (33-66%)</th>
<th>Squatting (33-66%)</th>
<th>Confidentiality (66-100%)</th>
</tr>
</thead>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Demand</th>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Standing (33-66%)</th>
<th>Sitting (33-66%)</th>
<th>Written Communication (Up to 33%)</th>
<th>Multiple Concurrent Tasks (66-100%)</th>
<th>Confidentiality (66-100%)</th>
</tr>
</thead>
</table>
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

\[
\begin{align*}
(66-100\%) &= \text{Continuously} \\
(33-66\%) &= \text{Frequently} \\
(Up \ to \ 33\%) &= \text{Occasionally}
\end{align*}
\]

**TOOLS AND EQUIPMENT NECESSARY:**
IBM/PC or Macintosh, typewriter, copy machines, telephone, Braille printer, Braille software, recording equipment, embossing tools and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**

- Light typing/keyboarding.
- Must have a minimum of six months of braille transcription experience and are currently enrolled in a Braille Transcription Training and Certification program in order to obtain a Braillist Transcriber Certificate (to meet the staff assistant status).
- Demonstrated competency with successful completion of the National Literary Braille Competency Test required (to meet the pro/tech status).
- Demonstrated ability to communicate effectively with students, staff, and parents.
- Demonstrated ability to work with and supervise students.
- Knowledge and skill in the use of computer notation and other electronic equipment used by the blind and visually impaired.
- Must be willing to participate in activities, in-service and skill building workshops to improve knowledge in using Braille in the educational process and issues of importance to the blind and visually impaired.
- Must have knowledge and skill relating to embossing tools, media, and understand the concepts to be presented when preparing tactile materials.
- Must be flexible, cooperative, and be able to maintain confidentiality.
- Demonstrated ability to operate the office equipment as listed above.
- Demonstrated ability to perform under conditions of constant interruption.
- Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**Variable Days Per Year (Includes Holidays)**

**PSE: _____________________________  Date: ________________

**Variable Hrs. Per Day**

**District: _____________________________  Date: ________________

**New Revised Date:** 12/20/16
**Classification:** Paraeducators or PSE Pro-Tech, if qualified
**Class:** Class II Paraeducator or Class IV Pro/Tech if qualified
**Display on Web?** Yes