

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: BRAILLE SPECIALIST

REPORTS TO: Executive Director, Principal, or Designee
SUPERVISES: No supervisory responsibilities.

DEFINITION:

Under direction of assigned supervisor and teacher of the visually impaired, transcribe instructional materials into an appropriate media such as Braille, large print, electronic media, and tactile representation for use by visually impaired students.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Experience transcribing materials into Braille or equivalent Braille coursework.
3. Valid Library of Congress Certificate of Efficiency as a Braille Transcriber must be obtained within first 130 days of employment.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
5. Valid California Driver's License.

Desired:

1. Knowledge of secondary math and science.
2. Knowledge of the Nemeth Code.

KNOWLEDGE AND ABILITY:

1. Knowledge of methods, and proper operation of materials, equipment and techniques used in Braille transcription.
2. Knowledge of practices and procedures involved in the instruction of visually impaired students.
3. Knowledge of National Federation of the Blind Braille translation guidelines and related Library of Congress rules and practices.
4. Knowledge of learning issues and problems related to the visually impaired.
5. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
6. Knowledge of basic mathematical computations.
7. Knowledge of basic inventory methods and practices.
8. Knowledge of record-keeping techniques.
9. Ability to operate a variety of specialized equipment including Braille, slate, stylus, book binding machine, embosser and thermoform machine.
10. Ability to interpret and apply guidelines, rules, regulations, policies and procedures.
11. Ability to operate a computer and specialized peripherals, software and access drives.
12. Ability to maintain accurate records.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to distinguish colors on a computer screen, printed matter and Braille printing, with or without vision aids.
15. Ability to maintain regular and reliable attendance.
16. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
17. Ability to establish and maintain positive and effective working relationships with diverse populations.
18. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
19. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

20. Ability to deal with problems or issues involving several concrete variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Transcribe instructional materials into an appropriate media such as Braille, large print and other special teaching aids for use by visually impaired students. Proofread and verify accuracy of transcribed materials.
2. Format, organize and prepare transcribed materials in accordance with established National Federation of the Blind (NFB) Braille translation guidelines. Bind, emboss and prepare Braille materials for distribution to students.
3. Utilize a computer and specialized software and peripherals to translate, format and edit Braille transcription. Produce tactile graphics according to instructional material content and student needs.
4. Confer with teachers of the visually impaired and other personnel concerning instructional materials and student needs. Modify instructional materials as necessary to meet the individual needs of students.
5. Ensure appropriate inventory levels of Braille and transcription materials and equipment are maintained. Assist with research and procurement of new materials, equipment, and Braille/large print textbooks. Assist with ordering, receiving, unpacking, auditing, and maintaining inventory of materials and equipment if needed. Assist in registering of students with designated outside organizations such as the Braille Institute for access to books and listening devices, Recording For the Blind, and the State Department for access to federal quota funds.
6. Operate specialized equipment including but not limited to an embosser, Perkins Brailler, raised line drawing kit, slate, stylus, book binding machine, copier, light box, and thermoform machine.
7. Type instructional materials, lessons and worksheets in large type print for partially sighted students.
8. Catalog and maintain library of large print and Braille books and other materials. Check materials in and out of the library.
9. Communicate with SLOCOE personnel, and local education agencies, to exchange information and resolve matters related to instructional materials or equipment. Communicate with state-wide COEs and districts to obtain information and exchange or borrow materials and books.
10. Assist with updating and maintaining databases and student files as needed.
11. Work with VI students in a one-on-one setting within the student's school setting independently per written or verbal directions from a VI teacher. This includes: working individually with a VI student on specific VI goals using a variety of equipment and materials, delivering or picking up materials and equipment from school sites, proctoring tests.
12. Travel, using personal vehicle or SLOCOE car, to school sites within San Luis Obispo County.
13. Attend workshops and conferences to ensure current knowledge Braille codes and technologies.
14. Perform related duties within the scope and skill level of the classification.

ENVIRONMENT:

1. Office or school environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.
2. Hearing and speaking to exchange information.
3. Seeing to read a variety of materials.
4. Sitting for extended periods of time.
5. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height.
6. Lifting, carrying, pushing or pulling heavy objects.

Grade Allocation: 25
Adopted: 7/1/04
Revised: 2/22/12; 10/24/19