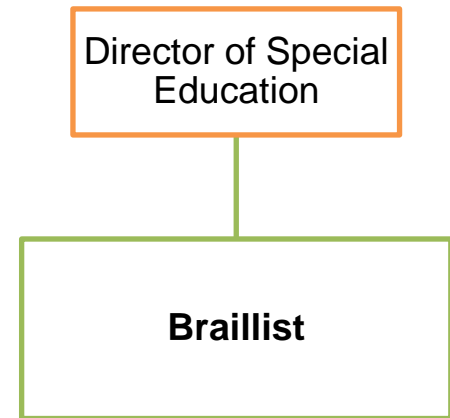


BRAILLIST

Job Title:	Brailist
Initial:	April 11, 2019
Revised:	
Work Year:	School Year
Office:	Education
Department:	Individualized Education/Special Education
Reports To:	Director of Special Education
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 26

Related Organization Chart



POSITION SUMMARY: The Brailist is responsible for transcribing educational materials into alternative formats for students who are blind or visually impaired. In addition, this position provides support to the district's program for students with visual impairments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Transcribes print materials, including textbooks and other books not readily available from the Colorado Instructional Materials Center (CIMC) into literary braille.
- Uses computer software and technology required for transcription to braille.
- Produces adaptive instructional materials for students with visual impairments in accordance with the specifications from the Teacher of the Visually Impaired (TVI).
- Embosses, re-edits, and binds materials using various methods.
- Creates tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and resources.
- Manages and maintains all braille, large print, and instructional material.
- Implements lessons and activities with students with visual impairments in classrooms, one-to-one, and/or small group setting while under the direction and guidance of the TVI.
- Demonstrates knowledge and skill of human guide and instructional technology/tools used by students with visual impairment, including low vision devices, abacus, screen readers, etc.
- Follows directions, manages times, and prioritizes work in order to assure instructional materials and

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

prepared and available to students in a timely manner.

- Maintains current working knowledge and skill of Literary Braille Code with certification, UEB Math, other braille codes for chemistry, music, foreign languages, etc., braille embosser, braille translation software, tactile image enhancer, and thermoform.
- Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent.
- Completion and current certification in Literary Braille from the Library of Congress.

Experience:

- 2-3 years of experience preferred.
- 2-3 years of experience with children preferred.

Knowledge Skills & Abilities:

- General working knowledge of supporting students with visual impairment.
- Excellent oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.