**Job Description**

**CLASSIFICATION:** PSE

**TITLE:** Braillist

**REPORTS TO:**  Chief Student Services Officer

**POSITION SUMMARY**

Under supervision, perform a variety of Braille translation and transcribing functions and activities and assist in the implementation of learning experiences for blind and partially sighted students.

**Preferred Education and Experience**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

* Experience

One year of paid or volunteer experience in the operation of a Braillewriter, preferably with children in an educational setting.

* Education

High school diploma or equivalent, supplemented by coursework or training in child growth and development instructional technology pertaining to the blind and partially sighted

**Preferred Qualifications**

* Demonstrated interest in working with students with disabilities
* Prior work record with evidence of a positive work ethic
* Demonstrated ability to work effectively as a member of a team
* Passing grade on District Paraeducator Assessment
* Successful completion of the National Literary Braille Competency Test or current WA state test

**Special Requirements/Licenses**

* Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearanceI-9 employment eligibility in compliance with the Immigrations Reform and Control Act
* HIV/HBV training (obtain within 60 days of hire date – District provided)
* Human Resources new hire training (obtain within 60 days of hire date – District provided)
* Valid First Aid/CPR Card

**Knowledge, Skills and Abilities**

* Basic characteristics of child growth and development and developmental behavior characteristics
* Student behavior management strategies and techniques
* Instructional processes and procedures pertaining to a program for the visually impaired
* Braille codes, English usage, punctuation, spelling and grammar
* Basic arithmetical concepts
* Routine record management, storage and retrieval systems and procedures
* Demonstrate understanding, patience and receptive attitude toward blind and partially sighted students
* Communicate effectively in oral and written form
* Effectively and efficiently transcribe printed material into Braille and translate Braille into printed form
* Understand and carry out oral and written directions

**POSITION RESPONSIBILITIES**

* Tutor visually impaired/blind students including teaching Braille skills
* Prepare related materials in support of visually impaired/blind students
* Coordinate with vision specialist
* Assist vision specialist and classroom teacher in teaching technology skills to visually impaired/blind students
* Assist in the ordering, dissemination, and return of Braille, large type, audio materials, and IRC equipment
* Inform visually impaired/blind of environment and what is happening around them throughout the day, if needed
* Assist the teacher with adapted and modified materials for visually impaired/blind student
* Train blind student with mobility and orientation skills in school environment
* Observe student to ensure he/she has learned skills for his/her safety
* Perform a variety of Braille translation and transcribing of printed material and oral instructions; prepare Braille copies of tests, study materials, maps textbooks, chart and other instructional aids and materials.
* Type instructional materials, lessons, and worksheets in large type print for partially sighted students
* Assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises
* Maintain a variety of records and files pertaining to student data, some of which may be confidential
* Regular and consistent attendance required
* Adhere to federal and state laws and district regulations, policies, procedures and practices
* Mandatory reporter for incidents of child abuse, harassment, intimidation, bullying, boundary invasions, fights, substance abuse etc.
* Abide by employment provisions provided for in the collective bargaining agreement
* Observe strict confidentiality regarding student information
* Maintain regular punctual attendance

**PHYSICAL/MENTAL REQUIREMENTS**

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job.

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

* Use of a personal computer for extended periods of time
* Use of a telephone and other office equipment
* Ability to perceive the nature of sound; near/far visual acuity, depth perception;
* Ability to handle and work with educational and psychological material; providing highly technical oral and written information and reports
* Manual dexterity to operate office machines, gross and fine motor skills
* Exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects
* Experiences constant interruptions; required to deal with distraught or angry public, parents or students
* Frequently required to meet inflexible deadlines
* Work is conducted in a shared, open, office environment with consideration toward equipment noise, confidentiality, voice volume
* Attend off site trainings and workshops as deemed necessary
* The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day may be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT CONDITIONS**

This position is that of a Braillist and is represented by Public School Employees of Monroe collective bargaining unit. The position will work a schedule in coordination with the District student calendar. Salary and benefits as determined by the current bargaining agreement. Employee is required to complete all mandatory district trainings by specified deadlines.

**EVALUATION PROCEDURES**

Performance shall be evaluated annually according to Board and administrative policies and procedures.

Created: January 21, 2004

Revised: May 28, 2015

Revised: December 2, 2020