

Sacramento County Office of Education Job Description

Classification Title: Brailist

DEFINITION

Under general supervision and working as a member of the vision team, performs a variety of braille translation and transcribing activities to support the Sacramento County Office of Education (SCOE) vision team and programs for students with visual impairments; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found this classification.)

Translates and transcribes printed materials and oral instructions into braille code using Braille Writer and/or computer; proofreads and verifies accuracy of transcribed materials; prepares braille copies of tests, study materials, maps, textbooks, charts, large print materials, tactile illustrations, and other related media aids using specialized computers and software, equipment, tools, techniques, and standards set forth by the Braille Authority of North America; types instructional materials, lessons, assignments, and worksheets in large print for students with visual impairments; interlines students' brailled material for teachers to correct; operates appropriate copy machines to enlarge materials; provides tutoring to students; orders, receives, and distributes books and instructional materials utilized by the SCOE vision team; stores and maintains the library of specialized materials including inventories of books, supplies, and other instructional materials; maintains records and logs related to student data; assists staff to prepare American Printing House for the Blind (APH) registration for the California Department of Education; works closely with staff to ensure that student materials are prepared appropriately and accurately; attends meetings, workshops, and conferences related to ongoing certification as requested; communicates with outside agencies to exchange information and resolve issues; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described including experience in braille transcription and use of instructional technology pertaining to individuals with visual impairments; experience working with children in an educational setting is highly desirable; possession of a Library of Congress Certificate in Literary Braille preferred.

Knowledge of

Methods, materials, and techniques used in braille transcription; utilization of braille devices and other peripheral equipment and aids such as Perkins Braille and Tactile Graphic Embosser; applicable and specific braille codes including Literary, Nemeth Code of Mathematics, and basic knowledge of Unified English Braille (UEB); methods of preparing tactile aids such as maps, models, and diagrams; instructional and learning disabilities pertaining to students with visual impairments; proper English grammar, spelling, and usage; basic math functions; standard software applications including Duxbury Braille or other braille translation software, standard videoconferencing platforms and office equipment.

Skill and Ability to

Operate braille transcribing equipment, enlarger copy machines, computers, and use other program related technology to effectively and efficiently transcribe printed material into appropriate media such as tactile, large print, and braille formats; translate braille into printed form; communicate effectively in both oral and

written forms with individuals from diverse groups; understand and follow oral and written directions; maintain cultural awareness and sensitivity to work cooperatively with students, staff, and team members; plan and organize work to meet schedules and timelines; work independently with little or no supervision; demonstrate sensitivity toward students with exceptional needs.

Revision approved by Personnel Commission 2/13/24
Revision approved by Personnel Commission 5/5/16
Revision approved by Personnel Commission 6/12/12
Revision approved by Personnel Commission 4/14/09
Revision approved by Personnel Commission 4/11/06
Revision approved by Personnel Commission 1/14/03
Adopted by Personnel Commission 12/10/97