

# 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 provide support to the vision team and programs for visually impaired students. Performs related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Principal, Education Programs

### **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.)

Performs a variety of Braille translation and transcribing of printed materials and oral instructions including transcribing print materials into Braille code form using a Braille writer and/or a 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 visually impaired students; prepares students' interline Brailled material for teachers to correct; operates appropriate copy machines to enlarge materials; provides individual instruction and tutoring to students; orders, receives, catalogs and distributes books and instructional materials utilized in the visually impaired program; stores and maintains the library of specialized materials including inventories of books, supplies and other instructional materials; maintains records and files relating to student data; prepares various reports related to the visually impaired program; assists staff to prepare American Printing House (APH) for the Blind registration for the California Department of Education; works closely with staff to ensure that materials are prepared appropriately and accurately for individual students; attends meetings, workshops, and conferences related to ongoing certification as requested; communicates with outside agencies to exchange information and resolve issues; performs related job duties serving students in the visually impaired program.

### **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 the visually impaired. Experience working with children in an educational setting is highly desirable; possession of a Library of Congress Certificate in Literary Braille (incumbent must be actively seeking the certificate within the first six months of employment).

#### **Knowledge of:**

Methods, materials, and techniques used in Braille transcription; Braille devices and other peripheral equipment and aids such as Perkins Braille and Tactile Image Enhancer; 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 characteristic of visually impaired students; English grammar, spelling, and usage, basic math functions; punctuation and spelling; standard software applications including Duxbury Braille or other Braille translation software, 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 oral and/or written forms; 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 time lines; work independently with little or no supervision; ability to demonstrate an understanding attitude regarding the instructional needs of students who are visually impaired.

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