



Job Title: Braillest **Wage/Hour Status:** Non-Exempt
Reports To: Coordinator of VI Teachers/
Visual Impairment **Pay Grade:**
Dept. /School: Special Education **Date Revised:** 09/23/2011

Primary Purpose:

Provide Braille embossed materials as determined by the VI teacher and the Classroom teacher for children with visual impairments.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of DOS, Windows and/or other computer operating systems
Excellent keyboarding skills
Proficient use of brailleing equipment and software
Knowledge of Braille formatting
Ability to learn and demonstrate an understanding of Braille in accordance with National Library Service standards
Proficiency in meeting constant deadlines

Experience:

Preferably 2-3 years braille experience

Major Responsibilities and Duties:

1. Braille classroom materials for the current and upcoming years, including:
 - Textbooks for all subjects
 - Teacher-made materials
 - Pictorial layouts
 - Math and science notations
 - Workbooks for all subjects
 - Tactile maps
 - Music notation
2. Maintain inventory for VI department:
 - Braille materials
 - Ordering and maintaining equipment
 - Library of Braille materials
3. Order and maintain the supply of office products.
4. Locate and obtain braille textbooks and workbooks for students.
5. Coordinate delivery of braille materials to the appropriate schools

6. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, braille and other job specific devices.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer and braille.
Provide accurate and timely materials as needed.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.