

JOB DESCRIPTION
Park Hill School District

Brailist

Purpose Statement

The job of Brailist is done for the purpose/s of 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.

This job reports to the Principal.

Essential Functions

- Assists in managing and maintaining all braille, large print, and instructional material for the purpose of supporting and reinforcing classroom objectives.
- Creates tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and resources for the purpose of supporting teachers in the classroom.
- 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. for the purpose of ensuring availability of items, and/or meeting mandated requirements.
- Embosses, re-edits, and binds materials using various methods for the purpose of reinforcing instructional objectives, implementing IEP plans, and ensuring students success in school.
- Follows directions, manages times, and prioritizes work in order to assure instructional materials are prepared and available to students in a timely manner for the purpose of supporting teachers in the classroom.
- 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 Teacher of the Visually Impaired (TVI) for the purpose of presenting and/or reinforcing learning concepts.
- Maintains current working knowledge and skill of Literary Braille Code with certification, UEB Math, braille codes for chemistry, music, foreign languages, etc., braille embosser, and braille translation software in order to use work tools effectively.
- Produces adaptive instructional materials for students with visual impairments in accordance with the specifications from the Teacher of the Visually Impaired (TVI) for the purpose of supporting and reinforcing classroom objectives.
- Transcribes print materials, portions of textbooks and other books not readily available from the Missouri Instructional Resource Center into literary braille for the purpose of reinforcing instructional objectives, implementing IEP plans, and ensuring students success in school.

- Uses computer software and technology required for transcription to braille in order to provide accurate and appropriate materials to students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; stages of child development/behavior; and age appropriate activities/behaviors.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with constant interruptions; and dealing with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and significant fine finger dexterity. Generally the job requires 5% sitting, 60% walking, and 35% standing. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean environment with some exposure to illness.

Experience: Job related experience and experience with children is preferred.

Education: Completion and current certification in Literary Braille from the Library of Congress preferred.

Required Testing: Job Related Skills Proficiency Test.

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-Exempt