

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

BRAILLIST

General Purpose:

A Brailist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Brailist performs a variety of Braille transcription work; assists teachers with the preparation of classroom and teaching materials for visually impaired students; and assists with the instruction and supervision of students.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists with the supervision, guidance and instruction of students in a wide variety of areas.
- Checks students' progress and assists with individual work assignments.
- Prepares instructional and classroom materials.
- Administers and corrects tests.
- Prepares and issues classroom supplies and materials.
- Requests, receives and inventories book, materials and supplies.
- Transcribes materials from print to Braille and Braille to print.
- Operates Braille equipment and/or a computer in transcribing materials from print to Braille.
- Provides specialized assistance in Braille reading and writing.
- Maintains confidentiality to protect privacy of students, families and staff.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration and Reform and Control Act.

Education:

- High School diploma or equivalent.

Experience:

- Professional training and paid or volunteer experience working with individuals with disabilities.

Knowledge, Skills, and Abilities:

- Knowledge of Braille transcription methods.
- Knowledge of general problems and behaviors of visually impaired students.
- Knowledge of needs and behaviors of students of various racial, ethnic, and cultural backgrounds.
- Knowledge of effective methods and techniques for assisting with the skill development and educational progress of visually impaired students.
- Knowledge of classroom procedures and techniques.

BRAILLIST/PAGE 2

- Knowledge of instructional methods and techniques.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of mathematics.
- Ability to effectively apply a variety of instructional methods and techniques for visually impaired students.
- Ability to perform Braille transcription work.
- Ability to operate Braille equipment, a computer and specialized software and Braille embosser.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a Literary Certificate/Library of Congress.
- Nemeth Certificate/Library of Congress is preferred.
- Possession of a current Adult First Aid/CPR card is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing on the job's functions requires the following physical demands: lifting up to 50 pounds, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

BRAILLIST/PAGE 3

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. The Placer County Office of Education is an equal opportunity employer.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 24.5

Reviewed and Approved:

Supervisor: _____

Date: 7-12-16

Human Resources: _____

Date: 7/12/16