

Braillist Job Description



Job Title: Braillist

FLSA: Non-exempt

Reports to: Campus Administrator

Pay Grade: 2103A

Dept./School: Assigned Campus

Calendar Days: 187

Revised: 5.15.22

Primary Purpose

Provide braille embossed materials as determined by the Teacher of the Visually Impaired (TVI) and the classroom teacher. Compiles and maintains records of quantity, type, and value of supplies, materials, and assistive technology/equipment. Counts supplies, materials, and assistive technology/equipment in stock and posts totals to inventory records, manually or using computer. Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies. Prepares reports, such as inventory lists. May operate office machines, such as typewriters or calculators. May stock and issue materials or merchandise.

Qualifications

Education/Certification:

- High school diploma from an accredited high school or GED
- Knowledge of basic computer programs, such as those used for word processing
- Excellent keyboarding skills and the ability to type a minimum of 40 words per minute
- Good communication skills
- Ability to learn and demonstrate an understanding of braille

Special Knowledge/Skills:

- Ability to reconcile stock counts to report data.
- Proficient database management skills.
- Ability to analyze and solve problems.
- Ability to prepare routine administrative paperwork.
- Ability to receive, stock, and/or issue materials/equipment.
- Clerical, word processing, and/or office skills.
- Record-keeping experience.
- Must be reliable and responsible; and must have the ability to work independently with little direct supervision
- Strong written and verbal communication and interpersonal skills

Experience:

Minimum three (3) years of successful secretarial/clerical or administrative assistant experience

Major Responsibilities and Duties

1. Transcribe materials including books, workbooks, testing material, and classroom work for students with visual impairments, including tactile maps and graphs

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2. Maintain accurate records of all transcriptions
3. Maintain properly labeled electronic files on all materials, which should be retained for future use
4. Manage time to ensure that materials are available when needed by TVI professionals or other team members
5. Make necessary adaptations of materials for students with visual impairments in conjunction with TVI teachers
6. Use a variety of techniques to make tactile graphics as directed by TVI professionals
7. Remain current in computer technology as it relates to braille production and interfacing with the student's braille-related assistive technology
8. Order and maintain an inventory of supplies needed for performance of job duties
9. Maintain inventory for braille materials
10. Use of braille equipment
11. Monitor and maintain current inventory levels
12. Record purchases, maintain database, perform physical count of inventory, and reconcile actual stock count to computer-generated reports
13. Receive, unpack, and re-stock items as necessary; label shelves
14. Process and document returns as required following established procedures
15. Perform routine clerical duties, including data entry, and answer telephones
16. Count equipment, merchandise, material, or supplies in stock and post totals to inventory records using computer or manually
17. Compare inventories with what's on office records
18. Verify computer data with physical count of stock and adjust errors in computation, then count, or investigate and report reasons for discrepancies if there are any
19. May operate office machines, such as calculators, photocopy machines, and typewriters
20. May stock and issue merchandise or materials
21. Demonstrate dependability and punctuality by exercising regular attendance and promptness
22. Maintain professional ethics and exercise self-control over actions and words with students, parents and staff members

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23. Adheres to federal, state and local policies and procedures related to special education issues
24. Maintains confidentiality of student records
25. Follows district and building policies
26. Performs all duties as assigned by the supervising staff person and/or administrator

Other

1. Support the Special Education Department's goals and objectives
2. Maintain confidentiality of information
3. Perform duties in an efficient and timely manner to positively impact the student achievement
4. Demonstrate regular and reliable attendance
5. Performs other duties as assigned by the Program Manager of Special Education Related Services, Executive Director of Special Education, and principal

Supervisory Responsibilities

None

Evaluation

The Brailist's evaluation is a responsibility resting with the school principal supported by the Program Manager of Special Education Related Services. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting, occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; frequent reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional district-wide travel

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

*This position is funded by Federal/and or State grants, you understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.