

## **BERKS COUNTY INTERMEDIATE UNIT**

### **POSITION TITLE: Accessible Materials Specialist – School-Age Special Education**

#### **QUALIFICATIONS:**

- A. High school diploma required.
- B. Ability to use Nemeth Braille for reading, writing, and translation purposes; mathematics and science notation abilities preferred.
- C. Knowledge of basic academic skills, including but not limited to, ELA, math, social studies, and science.
- D. Sensitive to individuals of diverse cultural, ethnic, racial, and socio-economic backgrounds.
- E. Strong oral and written communication skills.
- F. Ability to work independently and as a team member.
- G. Personal characteristics indicative of emotional stability, maturity, and flexibility, with the ability to be self-directed, self-motivated, organized, sensitive to timelines and due dates, manage priorities, and adjust them as needed.
- H. Efficient typing and keyboarding skills with the ability to use technology in the completion of job responsibilities; facility with the use of styles and advanced features of Microsoft Word preferred.
- I. Experience in transcribing, proofreading, and Braille production preferred; bilingual transcription, proofreading, and production abilities desired.
- J. Experience in using 3D printer, Braille embossers, and Duxbury translation software preferred.
- K. Knowledge and/or experience in the field of Vision Impairment and Blindness preferred.
- L. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

#### **REPORTS TO:**

School-Age Special Education Program Administrator

#### **POSITION GOAL:**

To ensure that students with vision impairment, dyslexia, multi-disabilities, neurological impairments, and non-specific reading disabilities, have access to and receive adapted educational books, materials, and other classroom resources at the same time as their peers.

#### **PERFORMANCE RESPONSIBILITIES:**

The essential functions of this position include, but are not limited, to the following fundamental duties:

- A. Develop and prepare educational materials to match learning needs to appropriate modifications utilizing various technologies including, but not limited to, high/low tech devices and Braille translation software, under the direction of the Teacher of the Visually Impaired.
- B. Distribute accurately modified curricular materials in a timely manner, which may include providing courier service.
- C. Maintain inventory of vision supplies and other materials, reordering as necessary.

- D. Attain adapted materials from statewide sources, when available.
- E. Transcribe and proofread Braille material produced in a variety of content areas.
- F. Emboss Braille documents, letters, manuals, agendas, and course materials.
- G. Perform basic maintenance and repairs on Braille embossers.
- H. Create tactile graphics using high and/or low-tech methods.
- I. Maintain Federal Quota Registry and materials.
- J. Develop and maintain a positive working relationship with fellow BCIU employees and site staff.
- K. Perform other job-related duties as required or assigned by the Program Administrator or designee.

**TERM OF EMPLOYMENT:**

Non-Exempt, Full Time, Twelve months/year. Salary established by the Intermediate Unit Board of Directors per the Compensation Plan for Technology and Support staff, SRI 8.

**EVALUATION:**

Performance in this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.*

**BCIU is an equal opportunity employment, educational, and service organization.**

<b>Print Name</b>	
<b>Employee Signature</b>	<b>Date:</b>

Revised: January 2, 2025

CC: Employee File