



Position: Special Education Aide

Assignment: Braille Transcriber/Tactual Materials Specialist

Wage/Hour Status: Non-Exempt

Reports to: Special Education Director/VI Professionals

Pay Grade: IS361/187 days

Dept./School: Special Education

Date Revised: Spring 2024

Primary Purpose:

Responsible for providing library and braille services by producing, coordinating, and delivering appropriate braille and tactile image services, transcribing, and embossing a broad range of material, production associated tactile images and providing training/information to individuals to support the Teachers of the Visually Impaired and Orientation and Mobility Specialists. Provides braille embossed and large print materials as necessary in accordance with the student's primary learning medium as determined by collaboration between the VI teacher and classroom teacher.

Qualifications:

Minimum Education/Certification:

- High school diploma or equivalent
- Educational Aide certification from the State of Texas
- Must be enrolled in the Library of Congress Braille Transcribing course for certification.

Special Knowledge/Skills/Experience:

- General office experience
- Excellent keyboarding skills
- Knowledge of Windows and /or another computer operating system
- Experience with children with disabilities is strongly preferred.
- Good communication skills, oral and written.
- Ability to learn and demonstrate an understanding of Braille in accordance with National Library Service standards.
- Excellent keyboarding skills
- Ability to deal with a variety of personalities.
- Ability to work independently.

Major Responsibilities and Duties:

- Participate in professional development opportunities to advance Braille skills beyond basic levels.
- Transcribe and interline materials, including, books, workbooks, testing material and classroom work for students with visual impairments.
- Produce braille and E-Text documents using direct 6-key entry, scanning, word processing, and braille translation software.
- Evaluate braille projects, determine formatting requirements; make decisions regarding graphics to be reproduced; makes decisions regarding inclusion of auxiliary components such as indexes and footnotes.
- Interpret braille rules to determine proper formatting and usage.

- Create braille documents based on print material by keying in text; scanning printed material and using optical character recognition software to create text documents; importing existing electronic documents; transcribing in braille through 6-key entry; or a combination of methods.
- Emboss braille documents and tactiles using braille embossers.
- Create tactile graphics using a variety of programs such as: Adobe Illustrator, Power Point, and Microsoft Word.
- Use a tactile Image Enhancer or creates tactiles by hand.
- Read braille to review final hard-copy braille for format, quality, and completion.
- Make necessary adaptations of materials for students with visual impairments in conjunction with VI teacher.
- Manage time to complete transcriptions as they are needed by consultants.
- Remain current in computer technology.
- Order and maintain an inventory of supplies needed for performance of job duties.
- Maintain a resource file for locating alternative sources of Braille materials.
- Coordinate with VI teacher to prepare materials to be transcribed during the summer.
- Order textbooks for students in the appropriate reading medium.
- Participate in appropriate in-services education.
- Answer phones, take messages and contact VI teachers to relay messages.
- Maintain and submit ECI logs, January Count and Deaf/Blind Census.
- Type and submit requisitions for materials and equipment.
- Order appropriate materials from American Printing House for the blind.
- Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Constant hearing, seeing, speaking.
- Frequent reaching, climbing, walking, sitting.
- Occasional bending/stooping, pushing/pulling, standing, lifting (up to 40 lbs.)
- Ability to be flexible and handle interruptions.
- Maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name