

Brailist
New Hanover County Schools

Job Description

Class: Classified
Division: Student Support
Dept: Special Education & Related Services

TITLE: Brailist

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Completion of a reputable Braille program.

REPORTS TO: Director of Special Education & Related Services

JOB GOAL: Assisting students with access to educational materials in Braille – embossed and/or refreshable.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Responsible for decoding and transcribing materials into Unified English Braille (UEB).
2. Assisting student with access to educational materials in Braille – embossed and/or refreshable.
3. Receives general assignments and follows precedent courses of action.
4. Expected to problem solve regarding the timely and accurate production of Braille materials.
5. Collaborate with the Teacher of the Visually Impaired (TVI); limited supervision, regarding Braille production, is received from the classroom teacher and school principal.
6. Transcribes classroom and supplementary materials into Braille and tactile graphics.
7. Serve as an Accessible Materials producer (AMP) through the STATE NIMAC.
8. Reviews student work completed in Braille for accuracy of the Unified English Braille (UEB) Code.
9. Prepares corresponding printed text of Braille work for student’s team members.
10. Assists the Teacher of the Visually Impaired in gathering progress monitoring data.
11. Attends meetings as needed in which educational programs for students with visual impairment/blindness are planned and materials are reviewed.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: 59

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Considerable knowledge of standard technologies and equipment typically used for the production of embossed and electronic Braille materials for the visually impaired.
- Considerable knowledge of correct English usage, spelling, grammar, and punctuation.
- Working knowledge of elementary and secondary level subject content to accurately and efficiently transcribe materials into Braille and tactile graphics.
- Ability to plan and organize workload to allow students with visual impairment/blindness to have access to materials at the same time as their peers.
- Ability to establish and maintain positive relationships to effectively collaborate and work with students and teachers.