CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: BRAILLIST

RANGE: 20

BASIC FUNCTION:

Under the direction of an assigned Principal, Student Programs, transcribe a variety of instructional materials into an appropriate media such as Braille, large print or tactile formats; prepare necessary materials for visually impaired students in various districts throughout the County to receive regular school information in a timely manner.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Transcribe a variety of instructional materials into an appropriate media such as Braille, large print or tactile formats; determine appropriate format; proofread and verify accuracy of transcribed materials; prioritize work including rush requests; assist with special projects.

Prepare copies of tests, study materials, class notes, homework assignments, textbooks, maps, charts, graphs and other instructional materials for visually impaired students; adapt State textbooks and workbooks into Braille, large print and tape-recorded formats; prepare personalized adaptations of games, music and materials available at the Visually Impaired Learning Center; type instructional materials, lessons and worksheets in large type print for partially sighted students.

Operate a variety of specialized equipment including a copier, scanner, tactile image enhancer, Perkins Brailler, Braille embosser, thermoform machine, scanner, binding machine and other specialized Braille equipment; operate a computer and assigned software; train others in the proper use of Braille equipment.

Monitor inventory levels of Braille books, tapes, adaptive teaching aids and other instructional materials as assigned; order, receive and maintain inventory of instructional materials.

Communicate by phone, e-mail or in person with teachers and other personnel concerning instructional materials and student needs; modify instructional materials to meet the individual needs of students as appropriate.

Communicate with County Office personnel and outside agencies to exchange information and resolve issues or concerns.

Prepare and maintain various records related to large print and other Braille production activities.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Methods, materials, equipment and techniques used in Braille transcription.
Operation of a computer and specialized software.
Proper operation and use of Braille and large print transcription equipment and machines.
Methods of preparing tactile aids such as maps, models and diagrams.
Braille codes including Literary and Nemeth.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic inventory methods and practices.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Record-keeping techniques.

ABILITY TO:
Transcribe a variety of instructional materials into an appropriate media such as tactile, large print and Braille formats.
Prepare necessary materials for visually impaired students to receive regular school information.
Operate a variety of specialized equipment including a copier, scanner, tactile image enhancer, Perkins Brailler, Braille embosser, thermoform machine and others.
Operate a computer and specialized software.
Prepare a variety of tactile instructional materials.
Provide training to others in the proper use of Braille equipment.
Type or input data at an acceptable rate of speed.
Maintain records related to work performed.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized course work in Braille and three years experience transcribing materials into Braille.

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate Braille certification issued by the Library of Congress.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.