SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Braille Specialist I  REPORTS TO: Assigned Supervisor
DEPARTMENT: Special Education Division-Classified Low Incidence Programs
CLASSIFICATION: Classified
FLSA: Non-Exempt  SALARY GRADE: 026
SALARY REVISION: January 22, 2019

BASIC FUNCTION:
Prepare large print, tactile graphics, and basic Braille materials required by elementary and secondary level students with visual impairments who need to access educational materials in alternative formats.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Prepare a variety of large print materials using specialized computers and software, equipment, and techniques. E

Prepare instructional materials using basic Braille statements. E


Work closely with certificated staff to ensure that materials are prepared appropriately and accurately for students with visual impairments. E

Assist with inventories of specialized books, materials, and equipment utilized by staff and students of the Visually Impaired Program. E

Attend workshops, conferences, and other meetings as required. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to completing a one-year basic Grade 2 Literary Braille Code class. Tactile production experience is desirable, though not required.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Operation of Braille writers, computers and specialized software, large print scanners, enlarging photocopiers, embossers, and other peripheral equipment and aids.
Oral and written communication skills.
Reading and writing English communication skills.
Standard office procedures.

ABILITY TO:
Use techniques and procedures typically used for the production of materials for the visually impaired.
Understand instructional and learning problems characteristic of students with visual impairments.
Operate standard office equipment including computers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor; office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:

The Braille Specialist I differs from the Braille Specialist II in that the latter requires Literary Braille certification from the Library of Congress.

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PH