

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Braille Compensatory Skills Assistant II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Special Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 PARA
ISSUED:	April 22, 2003		

BASIC FUNCTION: Provide specialized assistance to visually impaired and blind pupils who may have additional disabilities by facilitating access to curricula in the instructional program in alternative formats including braille, large type, tactile representation and aural media; provide braille textbook formatting, and adaptation, production, collating and binding of print materials in a variety of font sizes.

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

Provide specialized assistance to visually impaired and blind pupils who may have additional disabilities by facilitating access to curricula in the instructional program in alternative formats including braille, large type, tactile representation and aural media. **E**

Provide braille textbook formatting, and adaptation, production, collating and binding of print materials in a variety of font sizes; uses specialized equipment and standard office machines. **E**

Tutor individuals or groups of visually impaired pupils in school classrooms, resource rooms, halls, on playground or in licensed children's institutions, non-public programs, home and hospital education programs, and independent study programs. **E**

Under supervision, carry out individual education plans. **E**

Transcribe braille to print or print to braille, and assists with the instruction of pupils in braille reading, writing, and math. **E**

Assist grade level pupils in taking classroom notes with the use of special equipment; utilizes and assists in the use of specialized computers and software and other braille devices to transcribe instructional materials into braille for visually impaired pupils. **E**

Adhere to standards, guidelines and techniques established by the Braille Authority of North America and the district. **E**

Adapt print materials in the required font sizes specific to pupil's visual needs and assist in the use of a variety of supplementary instructional materials and aids including large print materials, tactile illustrations, and aural media aids using specialized equipment. **E**

Produce, collate, and bind pupil's materials including tests, workbooks and other instructional materials. **E**

Assist certificated staff in establishing an optimal educational environment; support the behavior management program. **E**

Supervise and provide mobility assistant for pupils in special education classrooms, resource centers, hall, playgrounds, field trip, community based instruction and other educational settings; assist pupils with self help needs. **E**

Administers, scores, and records grades of tests; maintain classroom attendance and other records; gathers, compiles, and prepares data for various reports; oversee and perform cleanup activities; arrange bulletin boards and other displays. **E**

May contact parents to set up or confirm conferences and consultations.

Attend staff meetings, staff development workshops, conferences and other meetings as assigned. **E**

May train and direct student monitors and may accompany pupils on buses during field trips, before and after school hours, and provide instruction while enroute.

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to Library of Congress Certification in Literary Braille, and two years of experience as a Braille Compensatory Skills Assistant; additional training in braille textbook formatting, adaptation, collating, production, and binding of print materials in a variety of font sizes using specialized equipment is desired.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Techniques used in braille formats; principles of print to braille transcription for textbooks.

Nemeth Code for Math.

Adaptive techniques, specialized materials and equipment including braille devices, computer software, and print access technology.

Reading and writing English communication skills.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications, braille devices, large print scanners, enlarging photocopiers, embossers, and other peripheral equipment and aids. Ability to use office equipment to produce braille materials in bound form.

Communicate effectively orally and in writing.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

Plan and organize work.

Keyboard effectively and operate recording equipment.
Meet schedules and time lines.
Maintain records and prepare reports.
Understand instructional and learning problems characteristic of visually impaired pupils.
Have enthusiasm for and interest in the instruction program.
Read, apply, and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, classroom environment, outdoor.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, 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:

This job class is distinguished from a Braille Compensatory Skills Assistant I in that the level of braille proficiency is more advanced as evidenced by certification in literary braille through the Library of Congress.

NOTE: An incumbent in the job class of Braille Compensatory Skills Assistant I may be promoted to the next higher level job class of Braille Compensatory Skills Assistant II upon certification by the program manager and approval by the division head that the incumbent meets the minimum qualifications listed on the current position description of the higher job class and is regularly performing a majority of the higher level duties.

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