

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Braille Specialist II	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Center for Student Support and Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	038 OTBS
<b>REVISED:</b>	February 1, 2005		

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**BASIC FUNCTION:**

Prepare Braille transcriptions and large print, tactile, and aural media materials required by elementary and secondary level visually impaired students 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**

Operate computers utilizing specialized software and other Braille devices to transcribe a variety of elementary and secondary level instructional materials into Braille for use by visually impaired students. **E**

Prepare a variety of large print materials, tactile illustrations, and aural media aids using specialized equipment and tools. **E**

Adhere to techniques, standards and procedures set forth by the Braille Authority of North America, National Braille Association, and the district. **E**

Work closely with certificated staff to ensure that materials are prepared appropriately and accurately for students with visual impairments. **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 resulting in possession of Library of Congress Certification in Literary Braille and one year of experience of acceptable level and quality transcribing Braille and preparing materials for vision impaired students; successful completion of Nemeth Code for Math Transcription class is desirable but 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:**

Elementary and secondary level subjects, and applicable and specific braille codes.

Standards, techniques, and procedures typically used for the production of materials for the visually impaired.

Standard office procedures.

Technical aspects of field of specialty.

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

Reading and writing English communication skills.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications, keyboards, Braille devices, large print scanners, enlarging photocopiers, embossers, and other peripheral equipment and aids.

Operate recording equipment.

Understand instructional and learning problems characteristic of visually impaired students.

Communicate effectively orally and in writing.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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 II position is distinguished from the Braille Specialist I position in that the requirement is possession of the Library of Congress Certification in Literary Braille and successful completion of Nemeth Code for Math Transcription class.

**NOTE:** An incumbent in the job class of Braille Specialist I may be promoted to the next higher job class of Braille Specialist II upon certification by the program manager and approval by the division head that

the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties, including one year of experience of acceptable level and quality transcribing Braille and preparing materials for visually impaired students.

Revised 2.01.05--JB

Revised 3.19.04—PeopleSoft

Job Code 6157

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