

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Braille Specialist III	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education Division - Low Incidence Programs	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	044 OTBS
<b>REVISED:</b>	July 29, 2014		

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**BASIC FUNCTION:** Prepare Braille transcriptions, 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; train, lead, and direct the work of others in the Nemeth Code, Music Braille or Principles of Print to Braille Transcription according to the specialty area; coordinate work assignments and schedules.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] 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**

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

Train, lead and direct the work of others in the Nemeth Code, Music Braille or Principles of Print to Braille transcription according to the specialty area; assist supervisor by coordinating work assignments and schedules of other Braille Specialists and paraeducators providing support services to visually impaired students. **E**

Serve as department resource; provide mentorship to staff to include the production of Braille materials, textbook formatting rules and literary Braille code. **E**

Design and produce tactile graphic representations of print material. **E**

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

Maintain and monitor recordkeeping systems and files to include inventory for Braille/large print materials and K12 textbook orders in various formats; conduct research for additional sources of visually impaired instructional materials; assist supervisor by compiling data and preparing mandated reports for the California Department of Education and other agencies. **E**

Participate in staff development activities provided by the Program for Students with Visual Impairments and state organizations. **E**

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

May prepare a variety of large print materials and aural media aids using specialized equipment and tools.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education resulting in possession of the Certification in the Nemeth Code for Mathematics or Music Braille Certification or successful completion of the National Braille Association's Textbook Format Course with Final Exam and two years experience of acceptable level and quality transcribing Braille and preparing materials for visually impaired students.

**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 ~~micro~~computers and related software applications, keyboards, braille devices, large print scanners, enlarging photocopiers, embossers, and other peripheral equipment and aids.

Operate recording equipment.

Meet state specifications for the production of materials for the visually impaired

Understand instructional and learning problems characteristic of visually impaired students.

Communicate effectively orally and in writing 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 III position is distinguished from the Braille Specialist II position in that the requirement is certification in the Nemeth Code for Mathematics or Music Braille Certification or successful completion of the National Braille Association's Textbook Format Course with final exam.

NOTE: An incumbent in the job class of Braille Specialist II may be promoted to the next higher job class of Braille Specialist III 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 two years experience of acceptable level and quality of work as a Braille Specialist II transcribing Braille and preparing materials for visually impaired students.

Revised Effective 7.01.11--JB

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