

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Braille Specialist I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various schools and departments	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	026 OTBS
<b>REVISED:</b>	February 1, 2005		

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#### **BASIC FUNCTION:**

Prepare large print, tactile, aural media, and basic Braille 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**

Prepare a variety of large print and tactile materials using specialized computers and software, equipment, tools, techniques and standards set forth by the National Braille Association and the district. **E**

Prepare instructional materials using basic Braille statements. **E**

Prepare aural media aids using recording equipment. **E**

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

Receive, record, distribute and assist with inventories of specialized books, materials, and equipment utilized by visually impaired program students and staff. **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 and passing a Braille proficiency test, and one year experience of acceptable level and quality as a Braille Compensatory Skills Assistant.

**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:**

Operate recording equipment.

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

Understand instructional and learning problems characteristic of visually impaired students.

Operate standard office equipment including microcomputers 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, classroom or office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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 Braille certification from the Library of Congress, completion of a Math Transcription class, and one year of experience of an acceptable level and quality as a Braille Specialist I.

Revised 2.01.05---JB

Revised 3.19.04—PeopleSoft

Issued 12/97

Job Code 6156

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