

POSITION: BRAILLE SPECIALIST

REPORTS TO: Principal

DESCRIPTION: Personnel employed to provide Braille assistance to students and to provide Braille transcribing and other special needs for blind and visually impaired students.

QUALIFICATIONS: It is recommended that the Braille Specialist:

1. Have a high school diploma or GED required.
2. Be familiar with the English Braille System and rules of Braille transcribing.
3. Be familiar with the Nemeth Code of Braille Mathematics and Scientific Notation.
4. Demonstrate a knowledge of blindness and visual impairments and their effect on the individual's development.
5. Successfully complete an in-service training program determined by the state board to be the equivalent of three hours of college credit (e.g., Introduction to Exceptional Children).

ADDITIONAL PREFERRED QUALIFICATIONS INCLUDE: It is recommended that the Braille Specialist:

1. Complete fifteen hours of state board-approved college credit in the Braille specialist training program, with at least a 2.0 grade average.
2. Hold certification from the Library of Congress for English Braille Transcribing.
3. Be familiar with transcription of specialized materials and operation of specialized equipment.

RESPONSIBILITIES: It is recommended that the Braille Specialist:

1. Work under the direction and supervision of the teacher of the visually impaired and professional to whom assigned in accordance with county and school policies/procedures.
2. Serve as a liaison between the visually impaired, sighted peers, and staff to promote ease of interaction with all persons.
3. Confer with the teacher of the visually impaired, regular classroom teacher, and other appropriate staff to better plan for needed modifications and services.
4. Provide, as necessary, general orientation and mobility skills during other activities (e.g., lunch, recess) to foster integration.
5. Demonstrate self-improvement in brailing ability, use of specialized equipment and understanding of the educational process through attendance at all in-service programs and staff meetings as directed by the special education director, school principal, or teacher of the visually impaired to whom assigned. The Braille Specialist is not responsible for instruction within the classroom during the absence of the classroom teacher; however, does perform other related duties as assigned by supervisor/principal.

EXPECTATIONS: It is recommended that the Braille Specialist:

1. Sit where the student can hear the specialist and classroom discussions.
2. Refer the student's problems to the teacher (do not assume the teacher's role).
3. Encourage the student to develop a habit of brailing assignments.
4. Establish a procedure for referring behavior or discipline problems to the teacher.

ETHICS: It is recommended that the Braille Specialist:

1. Maintain confidentiality with all students.
2. Function in a manner appropriate to the situation.
3. Strive to further knowledge and skills.

PRINCIPAL ACCOUNTABILITY:

1. To maintain positive work habits.
2. To perform duties efficiently and productively.
3. To maintain and/or upgrade skills
4. To develop and maintain a safe work environment at all times.

SALARY: Pay Grade: E

EMPLOYMENT TERM: 200 Days