

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Brailist Paraprofessional

Department: Paraprofessional

Exempt Status: Non-Exempt

Reports To: Building Principal

Date: April 18, 2016

Approval: Assistant Superintendent

JOB SUMMARY: Transcribes educational materials for students who are blind and visually impaired (BVI) into alternative formats under the direction of licensed special education instructional and/or related services staff. The brailist provides access to visual information within the educational environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

40% Reinforce Classroom Instruction

- A. Scans, edits and translates classroom materials into Braille.
- B. Prepares/creates accessible materials for classroom themes/subjects.
- C. Maintains textbook shelves for blind and visually impaired students.
- D. Transcribes student(s) answers from Braille into print for classroom teacher use.
- E. Prepare and assemble materials for instruction, projects, events, activities, games, bulletin boards and other resources.
- F. Creates raised-line drawings to accompany classroom materials.
- G. Enlarges print for low-vision students.
- H. Produces adaptive instructional materials for BVI students in accordance to the specifications of the licensed special education instructional and/or related services staff.
- I. Embosses, re-edits, and binds materials using various methods and materials.

40% Program Support

- A. Gather, set up, operate and return supplemental instructional materials and equipment.
- B. Recommend ideas, identify problems and aid in problem solving.
- C. Create learning centers.
- D. Collect and maintain data as directed by supervising teacher.
- E. Extensive knowledge of multiple technology mediums and assistive technology.

10% Communication

- A. Maintain communication with teacher regarding equipment and material needs.
- B. Provide feedback and share ideas with appropriate staff.

5% Record Keeping/Reports

- A. Keeps records of Braille books and equipment
- B. Assists with American Printing House quota orders.

5% Professional Development

- A. Attend in-services and workshops as appropriate.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or GED.
- Completion of or the ability to complete a Braille training program.
- Knowledge of Literary Braille Code, basic Nemeth code, English usage, punctuation, spelling, and grammar.
- Knowledge of basic arithmetical concepts.
- Knowledge of record management, storage, and retrieval systems and procedures.

Experience:

- One to three years of experience in educational Braille is preferred.

Essential Skills Required to Perform the Work:

- Proficient with use of assistive technology.
- Knowledge and application of basic computer, math and language skills.
- Knowledge of other Braille codes (chemistry, music, foreign languages, etc.)
- Ability to work well with others.
- Ability to type 40 words per minute.

Essential Skills Preferred to Perform the Work:

- Knowledge of other Braille codes (chemistry, music, foreign languages, etc.).
- Ability to type 40 words per minute.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- Braille transcription software.
- Various scanners, braille, embossers, raised line drawing technology.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves extended periods of sitting, standing, stooping and kneeling.
- Position involves occasional lifting up to 40 lbs.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position involves handling multiple tasks at once while dealing with constant interruptions.
- Position involves exercising confidentiality in handling information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position involves accuracy, organizing and prioritizing tasks in order to meet deadlines.

Working Conditions:

- Majority of work is performed in normal office conditions.
- Position involves occasional exposure to outside temperatures and weather conditions.
- Position involves exposure to students with special needs.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Helps to promote safety and prevent accidents.
- Supports students and staff by providing services that support the educational activities and programs.
- Provides the best opportunity for every individual student to reach their maximum potential.
- Provides a safe, learning environment.
- Assists in providing accurate student records.
- Maintain confidentiality of student information.
- Maintains a positive and professional educational environment at all times.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.