

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Brailleist	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Special Education Director	<b>Date Revised:</b>	10/16/17
<b>Dept./School:</b>	Itinerant Special Education - Shiloh		

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**Primary Purpose:**

Support instruction through the production of Braille and tactile graphics materials for students who are visually impaired.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalent
- National Library of Congress Braille certification (preferred)

**Special Knowledge/Skills:**

- Ability to learn and demonstrate understanding of braille
- Knowledge of both manual and computer braille productions including textbook and literary formatting, Nemeth Code, UEB, Computer Braille Code, Code for Chemical Notation, Foreign Language code and brailleing of all subjects
- Knowledge of basic computer programs, such as those used for word processing/spreadsheets
- Knowledge of specialized software and hardware to prepare Braille and other tactile materials such as but not limited to Index Embosser, Braille 2000/Duxberry and Tactile View
- Excellent keyboarding/proofreading skills
- Successful completion of, or willingness to complete a braille transcription training program
- Ability to prioritize work and meet deadlines
- Effective communication, interpersonal and organizational skills

**Experience:**

- One to two years working with computer braille productions (preferred)

**Major Responsibilities and Duties:**

- Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students and staff working with special education students following federal program guidelines as directed by the district as specified in 34 Code of Federal Regulations §300.208 (a)(1)
- Provide braille embossed materials as determined by the VI teacher and the classroom teacher

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Provide requested braille classroom materials for the current and upcoming years, including teacher-made materials, pictorial layouts, math and science notations, workbooks for all subjects, tactile maps and graphs, and foreign languages

Maintain inventory for VI department, including log of materials submitted for braille, ordering and maintaining equipment (and ensuring equipment is in working order), library of braille (tactile) materials including both commercially and locally produced

Coordinate delivery of brailled (or other tactile) materials to the appropriate schools

Attend workshops/seminars for continuous upgrading of services and equipment

Carry out braille basic formatting for literary, foreign language, and Nemeth code rules, except when modifications are requested by VI teacher to accommodate braille reading ability of individual students

Remain current in computer technology as it relates to braille production, and interfacing with the student's braille-related assistive technology

Initiate repair process of Vision Services' equipment

Keep a log of materials submitted for brailing

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and or/supervisor

**Equipment Used:**

Computer, printer, copier, fax and specialized scanner

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing, and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 10-16-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my

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supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_