

**BRAILLIST II/ ALTERNATIVE MEDIA TECHNICIAN**

**Definition:**

Under the direction of assigned supervisor performs a variety of braille translation and transcribing activities to provide support for programs for visually impaired students. Assists in the production of other educational materials into alternative formats for visually impaired students. Manages braille and large print library, low incident equipment used in the classroom, and upkeep of the teacher's workroom. Orders braille books and other instructional resources for visually impaired students. Enlarges materials for low vision students. Performs other clerical duties to support staff working directly with low incidence students including visually impaired and deaf students.

**Distinguishing characteristics:**

This is a journey level position where the incumbent is proficient in performing braille translation for the student population served by the County Office. This job classification provides support for teachers of the Visually Impaired by performing functions specific to that population and providing clerical support for staff working with low incidence students such as blind, deaf, or orthopedically impaired students.

**Supervision Exercised and Received:**

Employees in this class receive general supervision from a site administrator within a well-defined framework of policies and procedures. Employee may supervise some volunteers and may serve as lead to the Brailist I/Low Incidence Clerk.

**Examples of Duties and Responsibilities:**

*Duties and responsibilities may include, but are not limited to, the following:*

- Performs braille translation and transcription of printed material and oral instructions; determines appropriate format and prepares a variety of instructional support materials; and uses braillewriter and/or computer to transcribe and prepare braille books and instructional materials to meet individual student's educational needs;
- Prepares copies of tests, study materials, textbooks, charts, and others for visually impaired students; prepares instructional materials, lessons, and worksheets in large type print for partially sighted students; and uses specialized computers and software, equipment, tools, techniques and standards set forth by the Braille Authority of North America;
- Performs braille basic formatting for literary, foreign language, and Nemeth Code rules except when modifications are requested by staff;
- Proofs and make corrections to adapted and brailled materials;
- Prepares interlined brailled material for instruction and/or interlines students' brailled material for teacher correction;
- Prepares a variety of 3-D or tactile materials and other related media aids for instructional use;
- Uses embosser to print brailled material; binds brailled and large print materials; and laminates instructional materials;
- Assists with instruction and support, including use and application of various assistive technologies, for visually impaired students in a variety of educational settings, following teacher direction;
- Communicates with vendors, press representatives, and others to arrange for purchase, delivery, and loan of instructional material for blind and visually impaired or other low incidence populations; locates and obtains brailled textbooks and workbooks using a variety of resources including the internet;
- Receives and distributes a variety of books and instructional materials in the program for the visually impaired from local or national sources; assures materials are received and returned as necessary; maintains appropriate inventory of books, supplies, and materials applicable to the program; travels to various sites to distribute materials; and stores and maintains a library of specialized materials and supplies;
- Assists staff to prepare American Printing House (APH) for the blind registration for the State department of Education;
- Attends meetings, workshops, and conferences related to ongoing certification as requested and remains current in braille transcription technology;

- Communicates with parents, teachers, staff, administrators, and various outside agencies to exchange information and resolve issues or concerns;
- Performs a variety of clerical tasks including typing, filing, answering telephones and taking messages;
- Develops and maintains spreadsheets and data bases to track various purchases, books, and materials for the department;
- Maintains logs and filing systems pertaining to assigned area of responsibility;
- Maintains an accurate and detailed record of incoming and outgoing braille and large print work requested by staff following the department's procedures;
- Monitors office supplies; orders supplies and processes purchase orders as needed;
- Processes bills for payment; matches invoices against purchase orders; ensures proper receipt of items ordered; applies proper budget codes; may check budget for adequate funds;
- Operates modern office equipment such as copiers, printers, computers and performs minor maintenance and repairs;
- Assists VI Low Incidence committee members with tracking, proposals, vendor information, meetings, and projection of equipment needs;
- Performs related duties as assigned

### **Employment Standards:**

#### ***Knowledge of:***

- Instructional processes, procedures and assistive technologies pertaining to a program for the visually impaired;
- Proper operation and use of braille and large print transcription equipment and machines;
- Methods and techniques of braille transcription, including basic math and science notations and transcription programs such as Braille 2000 or current software sufficient to produce materials grades K through 12;
- Braille codes, English usage, punctuation, spelling, and grammar;
- Modern office practices, procedures, and equipment;
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping methods and requirements as established by the department;
- Standard office machines including a variety of computer terminals, scanner, and software applications;
- Safe work practices;

#### ***Ability to:***

- Use the internet to research and obtain program materials;
- Make decisions on most effective method to produce required materials and manage time so as to complete production of instructional materials and transcriptions as needed;
- Learn and utilize adaptive equipment to train others on how to operate effectively;
- Type/keyboard minimum 45 wpm;
- Accurately and efficiently transcribe simple English into braille;
- Demonstrate proficiency in Grade 2 braille and incorporate braille contractions into individualized assignments following instructions;
- Operate a variety of office and braille equipment including scanner, copier, laminator, binding machine, paper cutter, braille embosser, adaptive technology, computer and assigned software;
- Troubleshoot and perform minor repairs to equipment used in the program, when assigned;
- Operate a vehicle to transport materials as assigned;
- Respond promptly to requests of internal and external clients;
- Plan, organize and prioritize work to meet deadlines and accomplish assigned tasks within established timelines;
- Perform routine clerical and supportive tasks for instructional personnel;
- Follow instructions accurately included written, oral, and diagrammatic formats;
- Establish and maintain cooperative working relations with those contacted during performance of job duties;
- Be flexible and receptive to change;
- Effectively and tactfully communicate in both oral and written forms;
- Problem solve; exercise good judgment in when to refer problems to supervisor;
- Must be able to work effectively as part of a team devoted to customer service.

**Licenses/Certifications:**

- Valid literary Braille Certificate issued by the Library of Congress.
- Valid California driver's license.

**Education and Experience:**

*Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

- High school diploma or equivalent;
- Formal or informal education or training that ensures the ability to read, write and produce braille at a level necessary for successful job performance.

**Experience:**

- At least one year experience in braille transcription.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Dexterity of hands and fingers to operate braille transcription and standard office equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual acuity necessary to read and prepare braille copies of tests and study materials.
- Reaching overhead and above shoulders to access a variety of materials.
- Bending at the waist, kneeling, or crouching to reach a variety of materials.
- Meet the physical requirements necessary to safely and effectively perform assigned duties including lifting forty (40) pounds on an occasional basis and in excess of forty (40) pounds with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.