

TITLE: Special Education Brailist

DEPARTMENT: Special Services

REPORTS TO: Executive Director of Special Services

POSITION SUMMARY: The Brailist serves as an extension of the special education teacher within the special education program to support visually impaired students. The primary areas of responsibility are supporting learning programs planned by the teacher through visual accommodations, collecting and recording data, and assisting students in completion of assignments. The Brailist is directly responsible to both the teacher and to the Executive Director of Special Education.

ESSENTIAL FUNCTIONS:

- Work closely with the teacher of the visually impaired, orientation and mobility instructor, classroom teacher and student’s family to develop and support appropriate learning interventions.
- Assist classroom teachers in the general education program in techniques of instructional programming and adapting materials for visually impaired students where appropriate.
- Assist the physical education teacher and librarian by adapting regular program activities to meet the individual needs of the visually impaired student.
- Assist visually impaired student with computer technology or continue development of Braille skills as appropriate.
- Assist in directing activities for the visually impaired student to maintain the student’s safety at all times.
- Collect and manage classroom learning materials that require transcription into Braille.
- Collect and analyze student learning data in order to make appropriate adjustments to the student learning program and instruction.
- Assist the teacher of the visually impaired with ordering and returning learning materials.
- Provide electronic reader of print materials and training in its use when needed for the visually impaired student.
- Utilize and maintain a transcribing process used to transcribe district-adopted learning materials using the Perkins Braille and computer assisted technology.
- Prepare auditory learning materials using appropriate hearing and/or digital processes.
- Assist with social instruction.
- Work cooperatively with a building team in planning, supporting and providing instruction.
- Plan, develop, and contribute to appropriate IEP paperwork as required for each assigned special education student to ensure compliance with federal state and district procedures.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Use technology to provide challenging instruction to students of all learning levels.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current special education innovations through professional literature.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

SKILLS, KNOWLEDGE AND ABILITIES:

- Knowledge of Braille literacy or willingness to be trained as a Brailist (12 month training course)
- Knowledge regarding particular considerations (legal) for visually impaired students when district grade level testing situations arise, as well as classroom academic subject tests occur.
- Ability and willingness to take directions, accept responsibility and work as a member of an instructional team.
- Ability to assist visually impaired students while teaching the skills towards independence.

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: Previous successful classroom experience in working with students, preferably with visual impairments.

REQUIRED TESTING: None Specified

CERTIFICATES AND LICENSES: Certification as a Brailist, or willingness to take the 12 month training course to become a Brailist. Valid WA State Driver’s License and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Willingness to participate in and provide continued training as appropriate.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date