

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: BRAILLEST FOR VISUALLY IMPAIRED
(184 day Employment Contract)

REQUIREMENTS:

- A. Education Level:** High school diploma
- B. Experience Desired:** Three to twelve months
- C. Physical Requirements:** Requires constant repetitive motions with wrists, hands and fingers. Frequent hand-eye coordination, fingering, sitting, speaking, standing, walking and speaking.
- D. Other Requirements:** None

REPORTS TO: Supervisor, Exceptional Children Services

RECEIVES GUIDANCE FROM: Director of Exceptional Services

DATE: Revised June 2004

ESSENTIAL FUNCTIONS AND DUTIES:

1. Translates printed and written material into Braille format.
2. Assists in the design of individual education plans.
3. Communicates with staff regarding student needs.
4. Conducts Braille information sessions for students and staff.
5. Maintains use of appropriate magnification equipment.
6. Assists in planning inservice sessions on Braille equipment.
7. Assists in the adaptation of curriculum for special students.
8. Provides direct tutorial assistance in areas of academic weakness.
9. Maintain the confidentiality of students and their families.
9. Performs other duties as assigned.

WORKING CONDITIONS:

A. <u>Inside</u>	<u>Outside</u>	<u>Both</u>
		XXX

B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

The itinerant status of this position requires exposure to the outside environment as travel between schools is required.

C. Hazards:

Stairs, drafts, chalkdust and exposure to communicable diseases.

Travel between schools will cause exposure to hazardous driving and walking conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

Braillst