

Instructional Technician - Braille

Purpose Statement

The job of Instructional Technician - Braille is done for the purpose/s of providing instructional support and facilitating integration of students who use braille. Braille Technicians work under the direction of the Teacher of the Visually Impaired. Duties include transcribing braille materials using computer software or a braille; transcribing braille as necessary for sighted teachers, reinforcing students' use of a slate and stylus and abacus at appropriate times; helping students access brailled and tactile materials in class; assisting students with technology when necessary, including a Notetaker and various adaptive computer software; assisting students with magnification aids as necessary, reinforcing concepts taught during braille lessons, technology lessons, and Orientation and Mobility lessons; tracking data and monitoring students and implementing behavior management strategies. Some travel within the district may be required.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Teacher of Visually Impaired

Essential Functions

- Communicates concerns to the classroom teacher and Teacher of the Visually Impaired for the purpose of facilitating appropriate decisions on behalf of students.
- Helps students use adaptive and assistive devices and programs (e.g. including technology, a Notetaker, various adaptive computer software, magnification aids, etc.) for the purpose of assisting the learning process and accessing the general curriculum.
- Helps students access brailled and tactile materials in class for the purpose of promoting their use for functional learning experiences.
- Implements behavior management strategies as necessary for the purpose of helping students maintain focus on learning and other educational and social activities.
- Performs other duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Produces braille using braille translation software, a braille, and a slate and stylus for the purpose of providing access to printed materials.
- Promotes opportunities for appropriate social interaction for the purpose of developing positive social skills.
- Provides clarification of instructional concepts as needed by students for the purpose of increasing the understanding of content to be learned.
- Reinforces concepts taught during braille, technology and Orientation & Mobility lessons for the purpose of enhancing the generalization of learning strategies.
- Reinforces students' use of a slate and stylus and abacus at appropriate times for the purpose of enhancing the learning process.
- Tracks data to monitor student progress for the purpose of assisting the Vision Specialist in making appropriate instructional decisions.
- Transcribes braille into print for the purpose of allowing non-braille readers, such as teachers, students, and parents, to have access to student's brailled assignments.

- Transcribes braille materials using computer software or a braille for students and sighted teachers (e.g. (use of uncontracted and contracted braille and Nemeth braille code, etc.) for the purpose of allowing visually impaired students to have access to learning materials and activities.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments, operating standard office equipment, preparing and maintaining accurate records, using pertinent software applications, producing braille (using software, a braille, and slate and stylus), use appropriate adaptive equipment (abacus, braille embosser, Notetaker), transcribing braille, applying behavior management techniques.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities, concepts of grammar and punctuation, knowledge of literary braille (uncontracted and contracted) and Nemeth braille code, knowledge of adaptive computer software- including Duxbury, Zoomtext, JAWS, and/or WindowEyes, knowledge of basic cane techniques for safe travel, and knowledge of Unified English Braille Code.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups (parents, students, teachers, etc.), following directions, adapting materials, ability to understand and reteach (if necessary) concepts taught in mainstream classes under the direction of the classroom teacher, implementing behavior management strategies under direction of teacher, motivated and able to work independently when appropriate under the direction of the vision professional and good organizational skills; have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience Job related experience is desired.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Demonstrated competence in Braille Code, either with appropriate certification (such as braille transcriber certification) or demonstrated competence with a comprehensive braille exam.

Certificates

Demonstrated proficiency in literary braille code

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range