

Anoka Hennepin Independent School District #11

Position Standard

Certified Brailist

Certified Brailist provides support for district programs by ordering and maintaining materials and equipment along with providing adaptive materials in alternate formats (Braille, tactile, auditory) for students who are Blind/Visually Impaired.

Essential Functions:

- Carry out basic braille formatting for literacy, foreign language, and elementary Nemeth Code rules, except when modifications are requested by B/VI teacher.
- Understand and assist in the implementation and follow through of the student's educational plan developed through the IEP process, working to maximize students' independence.
- Assist in providing literacy access including braille/large print/auditory access, student specific books, and materials specific to visual need and deadblindness, including occasionally audiotaping textbooks/materials for students when tapes are unavailable.
- Keep up-to-date regarding the current transition to Unified English Braille (UEB).
- Provide braille output with a variety of braille systems, including braille translation software and braillewriters.
- Transcribe materials including books, workbooks, testing materials, and classroom work for students with visual impairments; brailles, records, or enlarge textbooks, workbooks, worksheets, and diagnostic tests that are not available through state agencies.
- Order and maintain inventory of equipment and program materials.
- Order, return, distribute, create, and maintain an inventory of supplies, large print, auditory, and equipment for B/VI and AT such as from RFB&D, Bookshare.org, Library for the Blind providers.
- Submit and monitor repair of equipment.
- Attend workshops and in-service training sessions to enhance knowledge and skills, including successful completion of the National Library of Congress Braille Certification Program to become a certified braille transcriber as directed.
- Perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- Certification in braille transcription through the National Library Service – **OR** – Ability to successfully complete the National Library of Congress Braille Certification Program to become a certified braille transcriber.
- Good communications, interpersonal and recordkeeping skills.
- Well organized and efficient; time management skills to prioritize job tasks.
- Ability to work cooperatively with students and staff; accepting feedback from both special education teachers and supervisor, while continuing to maintain good relationships.
- Ability to take direction and work with minimum supervision.
- Ability to travel between sites within the school district.

- Ability/desire to work with technology and computers.
- Proficient with keyboarding and skill in using a variety of work processing programs sufficient to convert materials from one program to another.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 50 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Preferred Qualifications:

- Experience or training in the field of education preferred.
- Knowledge and use of literacy and Nemeth braille for reading, writing, and translation purposes preferred.
- Knowledge of or experience with the following UEB software and equipment preferred: MegaDots (braille), Braille2000, MS Word (word processor and drawing), Claris Works, OmniPage Pro (OCR software), HP Scanner software, PC, Thermoform machine, P.I.A.F (swell paper heat embosser), Romeo/Thomas braille embosser, Audio tape recorder.

Physical Factors includes:

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation:

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision:

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking far vision.