

## **Example Job Description: Nationally-Certified School Brailist**

This document is intended to provide general guidelines on the roles and responsibilities of a nationally-certified brailist. This position is dependent on having the CDE Braille Competency Certification, as well as the Library of Congress or other national-level certification in literary Braille. The content of this document may be used as a template for administrative units to develop their own position description

**Position Title:** Nationally-Certified School Brailist

**Supervised By:** Certified Teacher of Students with Visual Impairments or Administrator

**Position Summary:** This position is responsible for transcribing educational materials for students who are blind and visually impaired into alternative formats. In addition, this position provides support to the district's Program for Students with Visual Impairment, including students who are visually impaired and teachers certified to work with students with visual impairments (TVI).

### **Primary Responsibilities:**

- Transcribes print materials, including textbooks and other books, not readily available from the Colorado Instructional Materials Center (CIMC), into literary braille for students with visual impairments. For braille production, uses computer software and technology.
- Produces adaptive instructional materials for students with visual impairments in accordance to the TVI's specifications. Embosses, re-edits, and binds materials using various methods.
- Creates tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and machines.
- Manages and maintains all braille, large print, and instructional material for students with visual impairments.
- Implements lessons and activities with students with visual impairments in classrooms, one-to-one, and/or small groups under the direction and supervision of a TVI.
- Demonstrates knowledge and skill of human guide and instructional technology / tools used by students with visual impairment, including low vision devices, abacus, screen readers, etc.

- Orders office supplies and special materials for use with students who are visually impaired. Arranges equipment repair.
- Performs other related duties as assigned, requested, or needed.

**Minimum Position Requirements:**

- High school diploma or equivalency.
- Current certification of braille competency by the Colorado Department of Education
- Certification in Literary Braille from the Library of Congress or another nationally-recognized certification body.

**Preferred and Mandatory (\*) Skill Requirements**

- General knowledge of working with students with visual impairments. \*
- Literary Braille Code \* (with LOC and CDE Certification)
- Nemeth Braille Code
- Other Braille Codes (Chemistry, Music, Foreign Languages, etc.)
- Textbook Formatting (\* if brailleing textbooks)
- Tactile Graphics
- Braille Embosser \*
- Braille Translation Software \*
- Tactile Imaging Enhancer
- Thermoform
- Word Processing / Six Key Entry \*
- General Office Equipment (fax, copier, scanner, etc.)\*

**References:**

Job Description from Douglas County Schools  
 Job Description from Cherry Creek Schools  
 Job Description from Littleton Public Schools

*This document was prepared during the 2006-07 school year by the Vision Coalition*