Job Description
Liberty Public School District

Braillist

Purpose Statement
The job of Braillist is done for the purpose/s of providing support to the instructional program with specific responsibilities for transcribing educational materials into alternative format (braille, large print, tape) for visually impaired students; responding to questions from students, parents, and/or staff regarding methodologies and available resources; and maintaining resource inventory for teachers and students.

This job reports to the Director of Special Services.

ESSENTIAL Functions
- Assists with annual physical inventory for the purpose of ensuring the availability of required items and documenting annual utilization.
- Assists with ordering an inventory of supplies and equipment for the purpose of ensuring availability of materials for students and teachers.
- Attends work regularly and predictably for the purpose of providing students with high quality services and instruction.
- Collaborates with the staff for the purpose of obtaining instructional materials for use with visually impaired students.
- Generates reverse Braille translation for the purpose of providing transcription for use by sighted persons.
- Interlines Braille copy for the purpose of providing a transcription of Braille materials for use by sighted persons.
- Operates large print copier and embosser for the purpose of reformatting materials to meet the needs of individual students.
- Repairs alternate format materials (e.g. recopy, replace pages, etc.) for the purpose of providing educational materials for visually impaired students.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as may be required.
- Supports assigned staff and administrators (e.g. filing, copying, etc.) for the purpose of ensuring the orderly operations of the Visually Impaired Program.
- Transcribes educational materials into appropriate method (e.g. braille, large print, audio tape, CD, etc.) for the purpose of providing educational materials for visually impaired students.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in profession; operating standard office equipment; performing standard clerical procedures; and utilizing pertinent software.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Braille (Literary and Nemeth) Codes; Braille transcribing; office methods and practices; and concepts of grammar and punctuation; assistive technology that specifically meets the needs of the visually impaired.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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 diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; and establishing and maintaining effective working relationships.

Responsibility
Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.
Education: High school diploma or equivalent.
Equivalency: .

Required Testing certificates and Licenses
None Specified
N/A

Continuing Educ. / Training Clearances
Continuing Education Requirements Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Non Exempt 9/4/2018 See Classified Salary Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.