

INSTRUCTIONAL AIDE (BRAILLE)

DEFINITION

Operates a braillewriter and/or a computer using braille transcription software, electronic braille printer, and other related equipment to prepare instructional materials for visually-impaired students; reinforces subject matter that has been presented by a teacher; and assists a teacher in supervising students.

TYPICAL DUTIES

Operates a braillewriter and/or a computer using braille transcription software, electronic braille printer, and other related equipment to perform basic transcriptions of books, class agendas, tests, worksheets, and other instructional materials into braille.
Provides oral descriptions of activities, events, images, graphs, charts or pictorial curriculum content.
Reads printed words and braille to students; reinforces instruction in subject matter that has been presented by a teacher; reinforces student organization, communication, and daily living skills; and assists a teacher in supervising students.
Assists a teacher in enforcing rules.
Installs specialized software and peripheral devices related to adaptive equipment.
Assists students in the use of assistive technology equipment and related software to access educational content and information in basic educational areas.
Reinforces orientation and mobility skills, along with safe and appropriate use of mobility devices.
Creates raised-line drawings.
Operates a specialized duplicating machine to reproduce materials from a braille master copy.
Enlarges printed material on enlarging/copying machines.
Assists in maintaining and organizing supplies, books, equipment and other visually-impaired related resources.
Utilizes scanning devices and software to scan printed documents and translate to braille.
May record classroom assignments on recording devices.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide (Braille) reinforces instruction in subject matter, including braille, presented by a teacher, and prepares braille and large-print instructional materials for visually-impaired students by operating specialized equipment. The work requires basic knowledge of the braille system.

An Education Aide III assists a teacher or other certificated employee in conducting instructional activities, providing student services, modifying student behavior, and communicating with parents. Education Aide III assignments are usually regular in schedule and do not require expertise in specialized subject matter.

A Resource Assistant for Students with Visual Disabilities assists vocational teachers in developing educational materials by typing, reproducing, or enlarging course materials; tutoring students; and reading materials to visually-impaired students.

SUPERVISION

General supervision is received from a teacher. Technical guidance is received from a Braille Transcriber. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

- Basic Braille literary code and transcription methods preferably supplemented by basic knowledge of the Nemeth math code that is used for braille transcription
- Materials and media necessary for braille writing
- Adaptive devices and resources available to visually-impaired persons
- Standards of courtesy and behavior expected of students
- General nature of social development of visually-impaired

persons Ability to:

- Speak, read, and write clear, understandable English
- Compose good descriptions of visual materials
- Work harmoniously with employees and students
- Maintain accurate records
- Enforce safety and disciplinary rules

ENTRANCE QUALIFICATIONS

Education:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university;

OR

Receipt of a passing score on the Instructional Assistant Test.

Experience:

Six months of experience performing basic Braille transcription or satisfactory completion of a course in braille transcription from the National Federation of the Blind, Braille Institute, or Library of Congress. Library of Congress certification as a Literary Braille Transcriber or Proofreader is preferable.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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