

## BRAILLE EQUIPMENT COORDINATOR

### DEFINITION

Responsible for maintaining the District's visually impaired technology storage facility by maintaining supplies and equipment for the purpose of ensuring availability of materials including the repair, overhaul, and adjustment of Braille equipment; maintaining equipment inventory; and providing technical support for teachers, transcribers, and instructional aides on the use and troubleshooting of specialized visually impaired technology.

### TYPICAL DUTIES

- Supervises, coordinates, and maintains a systematic, up-to-date inventory of vision-related books, aids, materials, equipment, assistive technology devices, and supplies.
- Troubleshoots, repairs, overhauls, and adjusts vision-related devices including braille writers, braille embossers, and magnification devices.
- Assists braille transcribers and resource and itinerant teachers assigned to instruct students with visual impairments in the specialized features of new and/or more complex assistive technology devices and related software.
- Assists braille transcribers, and resource and itinerant teachers assigned to instruct students with visual impairments to interface devices, hardware and operating systems.
- Contacts vendors to schedule maintenance and repairs for specialized vision-related equipment, computers, software, and assistive technology devices.
- Assists in the evaluation and trials of new technology and software for use with visually impaired students.
- Attend meetings or workshops to keep informed of new developments in technology for the visually impaired.
- Translates and edits from Braille identifying information for books and related materials.
- Coordinates the stocking, receiving, and processing of new books materials, equipment and assistive technology devices.
- Converts, binds, and embosses Braille books and makes repairs to books utilizing specialized equipment.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Braille Equipment Coordinator maintains and coordinates the District's storage facility of visually assistive devices, troubleshoots and repairs Braille devices, and orients staff on the complex features.

A Stock Clerk (Braille) reads Braille and performs manual and clerical duties pertaining to the maintenance and distribution of specialized materials for the visually impaired.

Other specialized Stock Clerk classes are assigned manual and clerical duties in relation to the ordering, receipt, storage, and distribution of the types of supplies and equipment indicated in the class title.

## SUPERVISION

General supervision is received from an administrator or a teacher for the visually impaired. Immediate supervision is exercised over Stock Clerk (Braille) employees.

## CLASS QUALIFICATIONS

### Knowledge of:

Methods of ordering, inspecting, maintaining records, engraving and stamping, shelving, packaging, and shipping of all types of specialized materials for the visually impaired  
Maintenance and operation of a large storeroom  
Inventory and stock records  
Safe lifting procedures used to lift items such as books and equipment  
Optical Character Recognition (OCR) and Braille translation programs  
Specialized equipment, technology, and software pertaining to braille embossers and Braille writers, Braille note takers, computers, scanners, and book binders  
Digital books  
Features of operating systems, especially those used to assist the visually impaired.

### Ability to:

Operate computerized and other specialized Braille transcription and office equipment (i.e. braille writer, slate stylus, tactical graphics kit, embosser, binding machine, tactile image enhancer, refreshable braille displays)  
Troubleshoot and repair various vision-related equipment such as braille writers, embossers, magnification equipment and video displays  
Provide training and guidance in the operation of Braille transcription equipment  
Braille translation guidelines and related Library of congress rules and practices  
Meet schedules and timelines  
Perform clerical and manual operations required in a stock room  
Maintain effective working relationships with District personnel and students (including students who are blind and visually impaired)  
Use basic Braille to label books and equipment  
Exercise judgment in identifying obsolete books and equipment  
Assist teachers of the visually impaired in identifying and troubleshooting equipment malfunctions  
Follow oral and written instructions  
Keep accurate records

### Special Physical Requirement:

Safely lift and carry supplies and equipment weighing up to 50 pounds

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency. A course in performing troubleshooting, maintenance, and repair on braille writers preferable.

Experience:

Two years of experience receiving, inspecting, storing, and processing orders for specialized equipment; or in the repair, overhaul and/or adjustment of specialized equipment; preferably related to Braille equipment. Ability to use contracted Braille to label books and equipment is preferable.

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

New Class  
11-13-17  
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