

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED MARCH 1988**  
**RANGE: 38.0**  
**INSTRUCTIONAL SERIES**  
**CLASSIFIED**  
**CODE: NONE**

## **BRAILLIST**

### **DEFINITION**

Under general supervision, to perform a variety of Braille translation and transcribing functions and activities;  
to assist in the conduct of intensified learning experiences for blind and partially sighted students;  
to perform routine clerical and supportive tasks for instructional personnel;  
to do other related work as required.

### **EXAMPLES OF DUTIES**

Performs a variety of Braille translation and transcribing of printed material and oral instructions;  
prepares Braille copies of tests, study materials, maps, textbooks, charts, and other instructional aids and materials;  
uses a Braille code form to transcribe Braille material using a hand stylus or Braille typewriter;  
types instructional materials, lessons, and worksheets in large type print for partially sighted students;  
operates an enlarging copying machine in copying large print material and a thermoform machine in duplicating Braille material;  
requisitions, receives, and distributes a variety of books and instructional materials utilized in the program for the visually impaired;  
maintains an appropriate inventory of books, supplies, and materials applicable to the program for the blind or partially sighted;  
assists instructional personnel with the presentation of learning materials and in the conduct of instructional exercises;  
tutors individual and small groups of students to reinforce and follow up learning activities;  
assists in the management of student behavior, utilizing positive reinforcement techniques and strategies;  
maintains a variety of records and files pertaining to student data, some of which may be confidential;  
may administer, translate, and score a variety of criterion referenced tests, and record the results;  
may administer routine first aid and seeks assistance for children experiencing serious illness or injury;  
assists in maintaining an orderly, attractive, and positive learning environment;  
may participate in parent conferences.

## **QUALIFICATIONS**

### Knowledge of:

Knowledge of Grade 1 and Grade 2 Braille;

Nemeth code;

basic characteristics of child growth and development and developmental behavior characteristics;

student behavior management strategies and techniques;

instructional processes and procedures pertaining to a program for the visually impaired;

Braille codes, English usage, punctuation, spelling, and grammar;

basic arithmetical concepts;

routine record management, storage, and retrieval systems and procedures.

### Ability to:

Ability to operate assistive technologies for the blind;

demonstrate an understanding, patient, and receptive attitude toward blind and partially sighted students;

communicate effectively in oral and written form;

effectively and efficiently transcribe printed material into Braille and translate Braille into printed form;

type at a net corrected speed of 40 words per minute;

perform routine clerical tasks and operate a variety of educational and office machines and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

### Experience:

One year of paid or volunteer experience in the operation of a braillewriter, preferably with children in an educational setting.

### Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in child growth and development instructional technology pertaining to the blind or partially sighted.

Possession of a Library of Congress Certificate demonstrating efficiency as a Braille Transcriber.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

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10/10/06

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Formerly, Braille Transcriber II