



Brailist



Job Overview

Under general direction, the Brailist transcribes a wide variety of instructional materials into alternative formats such as Braille, large print, digital files, and tactile graphics. The Brailist collaborates with district Teachers of the Visually Impaired with the preparation of classroom and teaching materials for visually impaired students; may assist with orienting students and staff to the use of VI assistive technology and performs related work as required.

This job reports to the designated Student Support Services Specialist.

Job Functions

- Transcribes educational materials such as textbooks, exams, projects, and teachers' notes into alternative formats such as Braille, large print, and digital files for students with visual impairments and/or blindness.
- Proofreads and verifies accuracy of transcribed materials.
- Creates tactile graphics of instructional materials, maps, charts, pictures, routes, or other tactile displays using various tools, materials, and machines.
- Operates a variety of specialized equipment such as computers, specialized software applications, embossers, binding machines, scanners, copiers, and Braillewriters.
- Transcribes student/staff work from Braille to print.
- Maintains student confidentiality.

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

Working Environment

The job is performed in a standard school environment under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Generally, the job requires 40% sitting, 20% walking, and 40% standing.

Physical Requirements: lifting up to 10 lbs., significant stooping, kneeling, and crouching and significant fine finger dexterity.

Qualifications

Minimum experience: Minimum 1 year experience in performing Braille transcription.
Experience creating tactile graphics highly desirable.

Minimum education: High school diploma or equivalent,



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of methods, equipment, materials, and techniques used in Braille transcription.
- Knowledge of methods of preparing tactile aids such as maps, models, and diagrams.
- Knowledge of United English Braille and Nemeth Code of Braille mathematics.
- Knowledge office practices and procedures; and correct English usage, spelling, grammar, punctuation, and math.
- Ability to read and transcribe Braille; proofread and edit.
- Ability to operate a Braillewriter, copy machine to enlarge prints, computer with transcribing software, embosser, scanner, and other specialized equipment with accuracy.
- Ability to prepare a wide variety of tactile aides.
- Ability to understand and carry out oral and written instructions independently.
- Ability to plan and perform clerical work requiring accountability, independent judgment, accuracy, and speed.
- Ability to meet deadlines.
- Ability to learn and interpret rules, regulations, laws, and processes.
- Ability to establish and maintain effective relationships with others.
- Ability to learn and apply new technology.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: Certification by the Library of Congress as a Braille Transcriber preferred.

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-exempt

Employee Type: Classified

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