June 10, 2020

The District is still accepting applications for a paraprofessional for next year. If you are interested or know someone who may be interested have them submit an application. The application can be found on the district website.

**Braille Specialist - B/VI Paraprofessional**

* Good communication skills
* Ability to learn and demonstrate an understanding of braille

**General Job Description**

The braillist/tactile materials specialist for children with visual impairments provides braille embossed materials as determined by the VI teacher and the classroom teacher. This position serves teachers of and consultants for children with visual impairments as well as provides one on one support as needed to students with visual impairments.

**Major Responsibilities and Duties**

* If braille is a new skill, the candidate must be willing to complete an on-line braille training program. This program is provided free of charge, and must be completed in a timely manner
* Transcribe materials including books, workbooks, testing material, and classroom work for students with visual impairments, including tactile maps and graphs
* Maintain accurate records of all transcriptions
* Maintain a properly labeled electronic files on all materials, which should be retained for future use
* Manage time to ensure that materials are available when needed by VI professionals or other team members
* Make necessary adaptations of materials for students with visual impairments in conjunction with VI teacher
* Use a variety of techniques to make tactile graphics as directed by VI professionals
* Remain current in computer technology as it relates to braille production and interfacing with the student’s braille-related assistive technology.
* Order and maintain an inventory of supplies needed for performance of job duties
* Maintain a resource file for locating alternative sources of braille materials
* Coordinate with VI professionals and/or classroom teachers to prepare transcribed materials during the summer
* Help with activities for the ongoing maintenance of the program for students with visual impairments.
* Work in collaboration with VI professionals to facilitate and maintain content fidelity to students progress/goals
* Maintain and organized data collection system specific to students IEP/504 goals