

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: INSTRUCTION
TITLE: BRAILLIST I
CALENDAR: BRAILLIST
SALARY: GRADE 9

Job Goal Perform supportive instructional and clerical work and to assist the teacher/program administrator in maintaining appropriate class- room activities and environment in order that visually handicapped students may learn effectively

Minimum Qualifications:

- High School diploma or equivalent
- Experience in area of regular education and/or special education with emphasis on work with visually handicapped students desired
- Knowledge of needs of students at different age, cultural and educational levels
- Ability to perform general clerical work and to use equipment unique to the VH Program
- Library of Congress Braille transcriptionist certification required with Literary Braille and Nemeth Code Certification desired
- Knowledge of basic academic matter
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Prepare materials using a variety of special equipment to reinforce learning material or skills initially introduced by the vision teacher
- Assist the teacher in devising special strategies for reinforcing materials or skills based on a sympathetic understanding of individual students; may develop lesson plans
- Interline Braille materials when needed by sighted persons, creates modified materials as needed for the VH program
- Translate, reads and writes in Literary Braille, may produce Braille Graphic materials
- Assist in the procurement of modified materials and equipment not available on the school site
- Operate and cares for equipment for instructional purposes
- Serve as a liaison between the VH program and regular programs by keeping both the VH teachers and regular teachers informed of the VH students activities
- Assist with the supervision of students during emergency drills, assemblies, play periods, lunch periods, and field trips
- May make home visits if requested
- May administer tests, grade papers and complete records under the supervision of the teacher
- Tutor students in reading and writing Braille, handwriting techniques for VH, recording methods, operation of talking calculator and abacus, typing instruction, science, etc.
- Perform a variety of clerical tasks involving records, files and reports
- May assist students with physical needs
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Working with Students with Special Needs

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 50 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.