

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Braille and Tactile Materials

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Certificate of Proficiency in Braille transcribing **OR** completion of coursework in a Braille Production Program with work begun on manuscript and certification to be awarded within one year of hire.

KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Computer data entry experience preferred.
- Ability to fulfill the dexterity and physical requirements of the position.
- Ability to transcribe print materials into Braille, interline, prepare tactile graphics to represent visual stimuli and pictures, and enlarge materials.
- Ability to type a minimum of 50 words per minute.
- Ability to transcribe materials including books, workbooks, testing material, and classroom work for students with visual impairments, including tactile maps and graphs.
- Knowledge of Unified English Braille and/or English Braille American Edition.
- General knowledge and ability to troubleshoot braille related technology.

SUPERVISION

REPORTS TO Exceptional Student Support Services Administrator
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide staff support in an educational environment; to provide technical assistance to a certified teacher in the education and training of blind and visually impaired students.

PERFORMANCE RESPONSIBILITIES

1. *Transcribe and interpret instructional materials in braille and develop tactile graphics and other constructive materials to aid in the equal access to education of blind or visually impaired students.
2. *Prepare or assist in the preparation of instructional materials and forms and perform support tasks such as copying materials, laminating items, typing correspondence, and filing paperwork and documentation.
3. *Responsible for keeping up to date on current, SCPS technology, as related to position. Attend District approved trainings to ensure skill level in various technologies to meet position expectations.
4. *Remain current in computer technology, as related to braille production and interfacing with students' braille-related assistive technology.
5. *Maintain accurate records of all transcriptions.
6. *Maintain properly labeled electronic files on all materials for appropriate retention and reference.
7. *Manage time to ensure materials are available, when needed by visually impaired professionals and/or other team members.
8. *Make necessary adaptations of materials for students with visual impairments in conjunction with visually impaired teacher.
9. *Use variety of techniques to make tactile graphics, as directed by visually impaired professionals.
10. *Maintain a resource file for locating alternative sources of braille materials.
11. *Coordinate with visually impaired professionals and/or classroom teachers to prepare transcribed materials.
12. *Assist with activities for the ongoing maintenance of the visually impaired program.
13. *Responsible for timely and accurate maintained information, as related to the position.
14. Perform other duties as assigned by the Exceptional Student Support Services Administrator.

*Denotes essential job function/ADA

SPECIALIST, Braille and Tactile Materials, Page 2

EQUIPMENT / MATERIALS

Braille 2000 or comparable software/technology, Embosser, Microsoft Office Suite

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lift Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

C-C1 \$27,595 - \$49,004
District Salary Schedule
Months 11
Annual Days 223
Weekly Hours 37.5
Annual Hours 1672.5

POSITION CODES

PeopleSoft Position TBD
Personnel Category 13
EEO-5 Line 48
Function Vary
Job Code 2076
Survey Code 51114

FLSA

Applicable
 Not applicable

BOARD APPROVED

September 26, 2017

Previous Board Approval

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh