

**Central Valley School District
Job Description #520**

TITLE Paraeducator – Brailist

GENERAL SUMMARY

Supports the education of visually impaired students in general and special education classrooms by adapting instructional materials from text to Braille, transcribing student Braille to text, providing Braille instruction, and assisting classroom teachers and the teachers of the visually impaired.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the speech-to-text transcriber may perform all or a combination of the following:

1. Adapts instructional materials prepared by classroom teachers to Braille or large print using manual or electronic Brailing equipment, employing appropriate Braille code. Adapts illustrations, charts, graphs, and other nontextual information to tactile form for student use.
2. Transcribes student course work from Braille to text for review and evaluation by classroom teacher.
3. Works with individual students on course work; tutors and monitors student progress, sharing observations with teachers.
4. Provides instruction in Braille skills to visually impaired students; reviews student Braille assignments for corrections. Communicates with teacher of visually impaired about student progress.
5. Provides instruction and assistance to students working with computer hardware and software designed or adapted for use by the visually impaired.
6. Orders supplies for equipment for visually impaired instruction; assists teacher of visually impaired in ordering instructional materials.
7. Performs other, related duties as assigned.

OTHER FUNCTIONS

1. Ability to work in a classroom setting.
 2. Work as part of the educational team.
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CONDITIONS

The preceding lists of essential functions and tasks/duties are not exhaustive and may be supplemented as necessary. The position performs related duties consistent with its general scope and intent.

REPORTING RELATIONSHIPS

Supervisor of Special Education

MENTAL DEMANDS

Accountable for meeting strict deadlines. Experiences interruptions to concentration. Required to work with individuals with diverse needs. Required to work independently.

PHYSICAL DEMANDS

Required to sit for prolonged periods. Exposed to computer screen. Must be able to work hours that correspond to the student's school schedule. Potentially exposed to ordinary diseases carried by students and/or staff.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. **Documented proof** of AA degree, 2 years of college level credits or passing score on the Washington State ETS
3. Parapro Praxis test.
4. Passing score on the Scheig Paraeducator Assessment test.
5. Knowledge of literary and Nemeth Braille codes.
6. Ability to read, interpret, understand, and tutor students on K-12 level tests, textbooks and other instructional materials.
4. Ability to accurately read Braille and transcribe instructional materials from Braille to text and text to Braille.
5. Ability to use manual and electronic Brailing equipment and tools.
6. Ability to use personal computer, peripherals, and software designed or adapted for use by visually impaired.
7. Ability and willingness to learn new computer and other electronic instrument technologies related to the instruction of visually impaired students.
8. Ability to work effectively with visually impaired students.
9. Ability to communicate effectively with students, parents, and District staff.
10. Must pass district required testing in reading, language, spelling, and math OR have a 4-year college degree, OR have successfully completed the Washington State approved ETS Paraeducator Assessment test.
11. Must be able to read, write, compute, and voice.
12. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
13. Willingness to participate in in-service and related paraprofessional growth activities, as appropriate including MANDT training.
14. A current first aid card is required.

SPECIAL LICENCE/REQUIREMENTS:

Must maintain Washington State Certificate of Braille Competency in compliance with Washington State regulations.

UNIT AFFILIATION

PSE – Paraeducators

CLASSIFICATION HISTORY

Revised 03/19