

INSTRUCTIONAL AIDE (BRAILLE)

DEFINITION

Reinforces subject matter, educational materials and exercises that have been presented by a teacher or are related to classroom instruction; assists teacher in supervising students; and operates a braillewriter electronic braille printer, and other related equipment to prepare instructional materials for visually-impaired students.

TYPICAL DUTIES

Installs specialized software and peripheral devices related to adaptive equipment and assists with implementing accessibility features on laptops, tablets, smartphones, and other similar devices.

Operates a braillewriter electronic braille printer, and other related equipment to perform basic uncontracted transcriptions of class agendas, tests, worksheets, and other instructional materials into braille.

Provides detailed oral descriptions of activities, events, images, graphs, charts or pictorial curriculum content.

Reads printed words and braille to students; reinforces instruction in subject matter that has been presented by a teacher; reinforces student organization, communication, and daily living skills; and assists a teacher in supervising students.

Reads and overwrites student-produced braille to provide immediate feedback to teacher during classroom and instructional activities.

Assists a teacher in enforcing rules.

Assists students in the use of assistive technology equipment and related software to access educational content and information in basic educational areas.

Reinforces orientation and mobility skills, along with safe and appropriate use of mobility devices.

Creates raised-line drawings by hand and/or with a tactile graphic enhancement machine.

Enlarges printed material on copying machines.

Assists in maintaining and organizing supplies, books, equipment and other visually-impaired related resources; and assists visually-impaired students in accessing aforementioned resources.

Utilizes scanning devices and software to scan printed documents and generate a braille document.

May record classroom assignments on recording devices.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Aide (Braille) reinforces instruction in subject matter, including braille, presented by a teacher, and prepares braille and large-print instructional materials for visually-impaired students by operating specialized equipment. The work requires basic knowledge of the braille system.

An Education Aide III assists a teacher or other certificated employee in conducting instructional activities, providing student services, modifying student behavior, and communicating with parents. Education Aide III assignments are usually regular in schedule and do not require expertise in specialized subject matter.

A Resource Assistant for Students with Visual Disabilities assists vocational teachers in developing educational materials by typing, reproducing, or enlarging course materials; tutoring students; and reading materials to visually-impaired students.

SUPERVISION

General supervision is received from certificated staff. Technical guidance may be received from a Braille Transcriber. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

Basic uncontracted Braille literary code and transcription methods (equivalent to Lessons 1-3 of the UEB Online training manual) preferably supplemented by basic knowledge of contracted Braille literary code and the Nemeth math code that is used for braille transcription
Materials and media necessary for braille writing
Methods of implementing accessibility features on personal devices
Adaptive devices and resources available to visually-impaired persons
Standards of courtesy and behavior expected of students
General nature of social development of visually-impaired persons

Ability to:

Speak, read, and write English with fluency
Compose good descriptions of visual materials
Work effectively as a member of an instructional team
Maintain accurate records
Communicate concepts clearly to student(s) using a variety of instructional techniques
Learn to operate a tactile graphic enhancement machine
Learn and utilize computer keyboard shortcuts
Understand and follow oral and written directions
Enforce safety and disciplinary rules

Special Physical Requirements:

Set up and lift equipment weighing up to 20 pounds

ENTRANCE QUALIFICATIONS

Education:

In compliance with the Every Students Succeeds Acts (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university;

OR

Receipt of a passing score on the District Proficiency Test and the Instructional Assistant Test.

Experience:

Six months of experience as a paraprofessional working with visually-impaired students; OR six month of experience working in a visually-impaired resource room, visually-impaired Low-Incidence Learning Center (LILC), or classroom for the visually-impaired; OR six months of experience performing basic Braille transcription; OR satisfactory completion of a course in braille transcription from the National Federation of the Blind, Braille Institute, or Library of Congress.

Library of Congress certification as a Literary Braille Transcriber or Proofreader is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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MJM

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