

## **Example Job Description: CDE-Certified School Brailist**

This document is intended to provide general guidelines on the roles and responsibilities of a school district paraeducator for students with visual impairment, including students who are deafblind and have other additional disabilities. The content of this document may be used as a template for administrative units to develop their own position description.

**Position Title:** CDE-Certified School Brailist

**Supervised By:** Certified Teacher of Students with Visual Impairments (TVI) or Administrator

**Position Summary:** This position is responsible for transcribing educational materials for students who are blind and visually impaired into alternative formats. In addition, this position provides support to the district's Program for Students with Visual Impairment, including students who are visually impaired and teachers certified to work with students with visual impairments (TVI).

### **Primary Responsibilities:**

- Transcribes print materials, not including textbooks and other books, which are not readily available from the Colorado Instructional Materials Center (CIMC), into literary braille for students with visual impairments. Materials that may be transcribed for classroom use may include: spelling lists, basic worksheets, etc. For braille production, uses computer software and technology.
- Produces adaptive instructional materials for students with visual impairments in accordance to the TVI's specifications. Embosses, re-edits, and binds materials using various methods.
- Creates tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and machines.
- Demonstrates knowledge and skill of human guide and instructional technology / tools used by students with visual impairment, including low vision devices, abacus, screen readers, etc.
- Manages and maintains all braille, large print, and instructional material for students with visual impairments.
- Implements lessons and activities with students with visual impairments in classrooms, one-to-one, and/or small groups under the direction and supervision of a TVI.

- Orders office supplies and special materials for use with students who are visually impaired. Arranges equipment repair.
- Performs other related duties as assigned, requested, or needed.

**Minimum Position Requirements:**

- High school diploma or equivalency.
- Current certification in Braille Competency by the Colorado Department of Education

**Preferred and Mandatory (\*) Skill Requirements**

- General knowledge of how to work with a student with a visual impairment. \*
- Literary Braille Code \* (with CDE Certification)
- Nemeth Braille Code
- Science Braille Code
- Tactile Graphics
- Braille Embosser \*
- Braille Translation Software \*
- Tactile Imaging Enhancer
- Thermoform
- Word Processing / Six Key Entry \*
- General Office Equipment (fax, copier, scanner, etc.)\*

**References:**

Job Description from Douglas County Schools  
Job Description from Cherry Creek Schools  
Job Description from Littleton Public Schools

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