

**CLASS TITLE: BRAILLIST**

**DEFINITION:** Under general supervision and evaluation by the site/program administrator, prepares Braille copies of class assignments, papers, books, examinations and other instructional aids and materials for use by visually impaired students; and performs other related work duties as required.

**EXAMPLES OF DUTIES:**

- Prepares and distributes Braille copies of tests, assignments, textbooks, and other instructional aides and materials
- Types both regular and large print for homework assignments and examinations
- Thermoforms Brailled books, papers and class assignments
- Inner lines and proofreads Braille
- Issues and receives books and materials related to the Visually Handicapped Program.
- Maintains inventory of supplies and equipment
- Binds and label books, tests and other materials
- Performs a variety of general clerical work that includes the operation of various office machines
- Assists visually impaired students in using special equipment or materials
- Assists teachers in providing instruction to students receiving special education services
- ~~Performs other related duties as assigned~~

**DESIRABLE QUALIFICATIONS:**

**Training and Experience:** A combination of training and experience equivalent to high school graduation and one year experience in the operation of a Braille writer, or possession of a Library of Congress Certificate of Proficiency as a Braille transcriber.

**Knowledge of:**

- Braille codes and English usage, spelling, grammar and punctuation
- Standard office methods, procedures and equipment
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students with special needs

**Skill in:**

- Using a Braille transcriber
- ~~Performing a variety of clerical skills~~

**Ability to:**

- Transcribe printed material to Braille with speed and accuracy
- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships with others

**Licenses and Certificates:**

- A valid California driver's license is required.

**Certificates and Other Requirements:**

Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen).  
Certification in First Aid and CPR required every 2 years.

**Environment:**

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

**Physical Abilities:**

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

**Other Qualifications:**

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 416  
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 6/89  
Board Revision:

*James R. ... 5-21-15  
Annie ... 5/21/15*