

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 1988
RANGE: 35.5
CLASSIFIED
CODE: 5, 7

INSTRUCTIONAL AIDE II – BRAILLE TRANSCRIBER

DEFINITION

Under general supervision, the Instructional Aide II – Braille Transcriber will train to perform a variety of Braille translation and transcribing functions and activities;

to assist in the conduct of intensified learning experiences for blind and partially sighted students;

to perform routine clerical and supportive tasks for instructional personnel;

to do other related work as required.

EXAMPLES OF DUTIES

Perform a variety of Braille translation and transcribing of printed material and oral instructions;

prepare Braille copies of tests, study materials, maps, textbooks, charts, and other instructional aids and materials;

use a Braille code form to transcribe Braille material using a hand stylus or Braille typewriter;

type instructional materials, lessons, and worksheets in large type print for partially sighted students;

operate an enlarging copying machine in copying large print material and a thermoform machine in duplicating Braille material;

requisition, receive, and distribute a variety of books and instructional materials utilized in the program for the visually impaired;

maintain an appropriate inventory of books, supplies, and materials applicable to the program for the blind or partially sighted;

assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises;

tutor individual and small groups of students to reinforce and follow up learning activities;

assist in the management of student behavior, utilizing positive reinforcement techniques and strategies;

maintain a variety of records and files pertaining to student data, some of which may be confidential;

may administer, translate, and score a variety of criterion referenced tests, and record the results;

may administer routine first aid and seeks assistance for children experiencing serious illness or injury;

assist in maintaining an orderly, attractive, and positive learning environment;

may participate in parent conferences.

QUALIFICATIONS

Knowledge of:

Basic characteristics of child growth and development and developmental behavior characteristics;

student behavior management strategies and techniques;

basic arithmetical concepts;

routine record management, storage, and retrieval systems and procedures.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward blind and partially sighted students;

communicate effectively in oral and written form;

learn how to effectively and efficiently transcribe printed material into Braille and translate Braille into printed form;

type at a net corrected speed of 40 words per minute;

perform routine clerical tasks and operate a variety of educational and office machines and equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

One year of paid or volunteer experience working with children of various age levels requiring a specialized learning environment.

One year secretarial experience preferred.

Education:

Equivalent to the completion of the twelfth grade, preferably with training or coursework in child growth and development, special education, instructional technology, or a closely related field.

License and Certificate Requirements:

Possess or secure within six (6) months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent may be required for some assignments.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/19/15

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