

# SACRAMENTO COUNTY OFFICE OF EDUCATION

IS SEEKING A

## BRAILLIST

*SCOE is one of 58 county offices of education in California, and plays a vital role in providing technical assistance, curriculum and instructional support, staff development, legal and financial advice, and oversight to school districts within Sacramento County.*

**Contact:** Carole Haile, Personnel Analyst at [chaile@scoe.net](mailto:chaile@scoe.net) 916-228-2367

Full time: 8 hours per day, 5 days per week, 200 days per year

Salary: Starting salary is \$18.32 hour with six annual incremental increases to \$23.42 (2017-2018 salary schedule) plus benefits up to \$665.35 per month for single health coverage and \$980.35 for 2-party of family health – includes medical, dental, ortho, life, vision, TSA options.

---

### **DEFINITION**

Under general supervision of the Principal, and working as a member of the vision team, performs a variety of Braille translation and transcribing activities to provide support to the vision team and programs for visually impaired students.

### **DUTIES AND RESPONSIBILITIES**

Performs a variety of Braille translation and transcribing of printed materials and oral instructions including transcribing print materials into Braille code form using a Braille writer and/or a computer; proofreads and verifies accuracy of transcribed materials; prepares Braille copies of tests, study materials, maps, textbooks, charts, large print materials, tactile illustrations, and other related media aids using specialized computers and software, equipment, tools, techniques and standards set forth by the Braille Authority of North America; types instructional materials, lessons, assignments and worksheets in large print for visually impaired students; prepares students' interline Brailled material for teachers to correct; operates appropriate copy machines to enlarge materials; assists staff to prepare American Printing House (APH) for the Blind registration for the California Department of Education; works closely with staff to ensure that materials are prepared appropriately and accurately for individual students; communicates with outside agencies to exchange information and resolve issues.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training and Experience**

Any combination of education, training and experience which demonstrates the ability to perform the duties and responsibilities as described including experience in Braille transcription and use of instructional technology pertaining to the visually impaired. Experience working with children is highly desirable; possession of a Library of Congress Certificate in Literary Braille (incumbent must be actively seeking the certificate within the first six months of employment).

#### **Knowledge of:**

Methods, materials, and techniques used in Braille transcription; Braille devices and other peripheral equipment and aids such as Perkins Braille and Tactile Image Enhancer; applicable and specific Braille codes including Literary, Nemeth Code of Mathematics, and basic knowledge of Unified English Braille (UEB); methods of preparing tactile aids such as maps, models, and diagrams; instructional and learning disabilities characteristic of visually impaired students; standard software applications including Duxbury Braille or other Braille translation software, and office equipment.

#### **Skill and Ability to:**

Operate Braille transcribing equipment, enlarger copy machines, computers and use other program related technology to effectively and efficiently transcribe printed material into appropriate media such as tactile, large print, and Braille formats; translate Braille into printed form; maintain cultural awareness and sensitivity to work cooperatively with students, staff and team members; plan and organize work to meet schedules and time lines; ability to demonstrate an understanding attitude regarding the instructional needs of students who are visually impaired.