

JOB DESCRIPTION

POSITION TITLE: Braille Clerk	JOB CODE: 305A
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Local School Clerical
DEPARTMENT: Special Education	WORKDAYS: 198
REPORTS TO: Principal	PAY GRADE: Rank IV (NC24)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Produces Braille and other modified materials for visually impaired students as directed by the teacher.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED
2.	Certification/License Required: Must pass the Braille Clerk Test administered by Cobb County Special Education VI Program
3.	Experience: At least 2 years of experience working with Braille skills or demonstrate the ability to pass the Braille Clerk exam
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent written and oral communication skills; production of Brailled and other tactile materials for visually impaired students with 95% accuracy; use of and trouble-shooting for technology and software used with visually impaired students; typing and word processing

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Produces Grade II literary Braille materials for students using Braille embosser and manual Brailier.
3.	Translates documents into Braille or print.
4.	Uses software and scanner to scan documents into Duxbury; uses word processing program to correct scanned documents before printing.
5.	Assists students in the use of software to enlarge information on computer screen.
6.	Assists students in the use of auditory screen reading program to provide vocal description of input/output on computer.
7.	Uses tactile image enhancer to adapt and produce materials for student use such as maps and graphs.
8.	Connects a Braille note taker (Braille n' Speak or Voice Note) to printer or embosser to print out copy of a file on the note taker.
9.	Assists students in the use of Braille note takers; troubleshoots problems with Braille note takers.
10.	Troubleshoots problems with Braille embossers, computer hook-ups with VI technology, and VI software programs.
11.	Demonstrates competence in conveying technical problems to technical service personnel and in implementing their suggestions.
12.	Writes numbers and the four basic operations in Nemeth Code and demonstrates the ability to use reference materials to produce higher level applications in Nemeth Code.
13.	Transcribes students' Braille work into English.
14.	Assists students in school situations as needed.
15.	Participates in on-going in-services training.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____