

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: VI ASSISTANT

RANGE: 8

BASIC FUNCTION:

Under the direction of an assigned administrator, assist the Brailist in transcribing a variety of instructional materials into an appropriate media such as Braille, large type, tape recordings or tactile; assist with record-keeping and storing and maintaining supplies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist the Brailist in transcribing a variety of instructional materials into an appropriate media such as Braille, large type, tape recordings or tactile; proofread and verify accuracy of transcribed materials; assist with special projects.

Prepare books and materials for Brailist using scanning, duplicating and computer equipment; utilize typesetting equipment as needed; label tactile with Braillon.

Operate a variety of specialized equipment including a copier, scanner, large print typewriter, tactile image enhancer, Perkins Brailler, Braille embosser, thermoform machine, scanner, binding machine, tape recorder and other specialized Braille equipment; operate a computer and assigned software.

Assist with monitoring inventory levels of Braille instructional materials and equipment; assist with the ordering, storing and maintenance of supplies.

Assist with various record-keeping activities; maintain records of requests by teachers.

Communicate by phone, e-mail or in person with teachers and other personnel concerning instructional materials and student needs; assist with modifying instructional materials to meet the individual needs of students as appropriate.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer and specialized software.

Braille codes including Literary and Nemeth.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic inventory methods and practices.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

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Record-keeping techniques.

ABILITY TO:

Learn how to assist the Brailist in transcribing a variety of instructional materials into an appropriate media such as Braille, large type, tape recordings or tactile.

Learn the proper operation and use of Braille and large print transcription equipment and machines.

Learn methods, materials, equipment and techniques used in Braille transcription.

Learn methods of preparing tactile aids such as maps, models and diagrams.

Learn to operate a variety of specialized equipment including a copier, scanner, large print typewriter, tactile image enhancer, Perkins Brailier, Braille embosser, thermoform machine and others.

Operate a computer and specialized software.

Type or input data at an acceptable rate of speed.

Maintain records related to work performed.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized course work in Braille, or experience working with visually impaired students, or one year experience transcribing materials into Braille.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.