

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Braille Compensatory Skills Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various schools or departments	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	024 PARA
<b>REVISED:</b>	April 1, 2005		

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#### **BASIC FUNCTION:**

Provide specialized assistance to visually impaired students and other students with learning problems by facilitating access to curricula in the instructional program in alternative formats such as Braille, large type, tactile representation, or aural media.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Tutor individual or groups of visually impaired students in school classrooms, resource rooms, halls, and on playgrounds, or in licensed children's institutions, home and hospital education programs, and independent study programs. **E**

Transcribe braille to print or print to braille and assist with the instruction of students in braille reading, writing, and math. **E**

Utilize and assist in the use of specialized computers and software and other braille devices to transcribe instructional materials into braille for use by visually impaired students. **E**

Adhere to techniques and guidelines established by the Special Education Program and the National Braille Association. **E**

Assist the teacher in establishing an optimal educational environment. **E**

Support behavior management program. **E**

Supervise and may provide mobility assistance for students in special education classrooms, resource centers, halls, on playgrounds, field trips, and in other educational settings. **E**

Assist students with self-help needs. **E**

Administer, score, and record grades of tests. **E**

Maintain classroom attendance and other records. **E**

Gather, compile, and prepare data for statistical and operational reports. **E**

Oversee and perform cleanup activities; arrange bulletin boards and other displays. **E**

Attend staff meetings, staff development workshops, conferences, and other meetings as required. **E**

May carry out individual education plans under supervision.

May prepare and assist in the use of a variety of supplementary instructional materials and aids such as large print materials, tactile illustrations, and aural media aids using specialized equipment.

May assist older students in taking classroom notes with the use of special equipment.

May contact parents to set up or confirm conferences and consultations.

May train and direct student monitors.

May accompany students on buses during field trips and before and after school hours and provide instruction while en route.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to successful completion of a basic Grade 2 Literary Braille Code course and one year of experience as an Instructional Assistant (Special Education/Braille) of acceptable level and quality; certification in Nemeth Braille code is desirable but not required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The application of special education and braille instructional, tutorial procedures and practices.

Basic Grade 2 Literary Braille Code.

Beginning Nemeth Code for Math.

Adaptive techniques, specialized materials, and equipment including braille devices, computer software, and print access technology.

Reading and writing English communication skills.

**ABILITY TO:**

Operate standard office equipment including microcomputers and specialized software applications, Braille devices, large print scanners, enlarging photocopiers, embossers, and other peripheral equipment and aids.

Keyboard effectively.

Operate recording equipment.

Understand instructional and learning problems characteristic of visually impaired students.

Have enthusiasm for and interest in the instructional program.

Establish and maintain effective working relationships with others.

Plan and organize work.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, classroom environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to perform assigned duties; lifting light objects; personal appearance, grooming, and language patterns which will provide a satisfactory example to students.

**DISTINGUISHING CHARACTERISTICS:**

This job class is distinguished from Instructional Aide (Special Education/Braille) in that the level of Braille proficiency must be more advanced as evidenced by successfully completing a basic Grade 2 Literary Braille Code course and passing a Braille proficiency test.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

NOTE: An incumbent in the job class of Special Education Braille Assistant may be promoted to the next higher job class of Braille Compensatory Skills Assistant upon certification by the program manager and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties, including one year of experience of acceptable level and quality as a Special Education Braille Assistant.

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Job Code 6456

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