



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Instructional Assistant -- Visually Impaired – Braille Transcriber	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 Hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 36

BASIC FUNCTION:

Under the direction of an assigned certificated administrator, assist in reinforcing instruction to individual or small groups of students who are visually impaired, in a classroom or other learning environment by performing a variety of alternate media translation and transcription functions and activities; implementing a standardized procedure for alternate media production; make appropriate compliance and copyright decisions based on AB 422 for the production of alternative media; perform routine clerical and supportive tasks for instructional personnel; locate, order and receive alternate media and other instructional materials; acquisition and distribution of E-text, Braille transcription, large print, and/or alternative media of instructional materials to students who are visually impaired.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist and interact with students using Braille and related materials including assistive technologies for the Blind; perform Braille translation and transcription of printed material and oral instructions; determine appropriate format and prepare a variety of instructional support materials using established National Federation of the Blind Braille Translation Guidelines; translate print using Braille translation software and hardware; format and edit Braille transcription; produce tactile graphics; and supervise embossing and binding tasks to complete final product; utilize a Braille code form to transcribe Braille material using a computer, hand stylus and Braille typewriter; foster independence of students who are visually impaired
- Assist instructional staff and/or other service providers in reinforcing instruction to individual or small groups of students with special needs in a classroom or other learning environment; monitor and reinforce student drills, practices and assignments in various subjects; assist instructional staff and/or other service providers with the implementation of lesson plans
- Assist students in completing classroom assignments, homework and projects in various subject areas; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, positive attitude and general guidance; confer with the instructional staff and/or other service providers concerning adapting lesson plans and materials to meet student needs

- Perform routine clerical duties in support of educational activities such as preparing, keyboarding, duplicating, enlarging and ordering materials designed for students who are visually impaired; assist in filing, organizing and maintaining inventory of materials related to visually impaired instructional activities; maintain routine records and student files as assigned; distribute and collect student assignments, documents and various forms as assigned
- Prepare copies of tests, study materials, textbooks, charts and others for students who are visually impaired; operate specialized equipment to enlarge, copy and tape instructional materials, computer enhance instructional materials to alternate media; provide print interlining of student Braille material
- Reinforce concepts and ensure student understanding of assignments and homework instructions; reinforce vocabulary and concepts as necessary; assist students with meeting individual education goals and objectives; report progress regarding student performance and behavior
- Observe and redirect behavior of students according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed
- Assist with maintaining student records and files related to progress, behavior and assigned activities; prepare mandated reports and documentation as required; collect data and monitor student progress
- Assist students with performing and developing independent living and self-help skills such as shopping, counting money, cleaning and related activities as assigned; assist students with the development of social, vocational and job searching skills as assigned
- Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with assignments such as reading, writing and mathematics
- Escort students during the regular duty day to and from designated locations; accompany students on field trips, recreational functions, social events and during outdoor activities
- Assist in maintaining the health and safety of students by following the health and safety practices and procedures
- Assist in maintaining a learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials
- Receive and distribute a variety of books and instructional materials from local or national sources utilized for students who are visually impaired ; ensure materials are received and returned as necessary; maintain appropriate inventory of books, supplies and materials applicable to the program; locate, order and received Braille and other instructional materials for students who are visually impaired
- Work with Teachers of the Visually Impaired, librarians, and online publishers to obtain E- text or alternative media for students' use; catalog E-text, maintain database of holdings, maintain and upload E-text into server for future use by eligible students

- Maintain confidentiality of student information in accordance with state and federal mandates
- Operate a variety of office and classroom equipment including a copier, bookbinder, Braille embosser, computer and software as appropriate; ensure visually impaired tools are accessible to students, including CCTV, slant boards, monocular, abacas and other materials
- Respond to student medical emergencies according to District protocol and prepare related paperwork as appropriate

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Braille transcription techniques

Proper operation and use of Braille and large print transcription equipment and machines

Concerns and challenges of students who are visually impaired

Guidance principles and practices related to students who are visually impaired

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading

Basic instructional methods and techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Problems and concerns of students with special needs

Classroom procedures and appropriate student conduct

Safe practices in classroom and playground activities

Operation of standard office and classroom equipment including a computer

Oral and written communication skills

Interpersonal skills using tact, patience and professionalism

Basic record-keeping and report preparation techniques

ABILITY TO:

Perform a variety of Braille translation and transcription functions and activities

Assist with instruction and related activities in a classroom or assigned learning environment

Reinforce instruction to individual or small groups of students with special needs as directed by the teachers and/or other service providers

Assist in the preparation of instructional materials and implementation of lesson plans

Perform routine clerical duties including keyboarding, filing and duplicating materials

Understand and relate to students with special needs and respect individual differences

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

Demonstrate an understanding, patient and receptive attitude toward visually impaired students

Read books to students and assist with reading and writing activities

Collect data, monitor, observe and report student behavior and progress

Understand and follow oral and written instructions

Operate standard office and classroom equipment including a computer

Observe health and safety regulations

Prepare routine reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; one year demonstrated experience in Braille translation, large print and other alternate media translation, and varied clerical experience; and completion of a minimum of ten modules leading towards Literary Braille Certification issued by the Library of Congress.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificates issued by an authorized agency preferred

Valid California Driver's license

Incumbents must meet requirements specified under the No Child Left Behind Act

Some incumbents in this classification may be required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

Itinerant position

Personal vehicle to conduct District business

Classroom and other indoor and outdoor learning environments

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment

Sitting or standing for extended periods of time

Bending at the waist and/or kneeling to assist students

Seeing to read a variety of materials and monitor student activities

Hearing and speaking to exchange information

HAZARDS:

Contact with dissatisfied, assaultive or abusive individuals

Potential physical hazards involved in intervening in fights and other anti-social, and violent behaviors Exposure to blood borne pathogens and infectious diseases