



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Brailist – Level I

Reports to: Site Administrator
Department: School Improvement/School Operations
Compensation: Hourly Grade 1 (190 day contract)
Overtime Status: Non-Exempt
Date Job Revised: July 21, 2005

Position Summary: To produce and to transcribe Braille proficiently. To work under the supervision of a Visual Impairments teacher to assist students who are blind or have visual impairments on a regular basis in an effort to increase their Braille Skills, Orientation and Mobility Skills, Life Skills and Technological Skills specific to their individual needs. The Level I position is in training.

Qualifications/Job Requirements:

Education:

- High School diploma or equivalent is required.
- At least 46 hours of approved college credit or an Associates Degree from an accredited school is required for those in a Title I school. This is preferred for those in non-Title schools.
- State training in Braille and Orientation and Mobility Lessons
*Must meet this requirement within 12 months of hire date.
- State Paraprofessional Training
*Must meet this requirement within 12 months of hire date.

Specific Training/Skills:

- CPR training is required
- Continuous education in the areas specific to Blind and Visual Impairments
- MANDT Training is required

Physical Requirements (If Applicable): Ability to Braille

Other: Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

Essential Job Functions:

- Produce, transcribe Braille
- Utilize specialized equipment/software associated with visual impairments program.
- Provide assistance with individualized program materials-written and oral.
- Assist the teacher in observing, recording and charting behavior.
- Implement behavioral management strategies-using the same emphasis and techniques as the teacher.
- Assist with the preparation of materials for use in specific instructional programs.
- Maintain confidentiality
- Protect and promote student's rights to dignity, privacy and respect.