



## 1419 COORDINATOR OF BRAILLE SERVICES

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### **Classification Summary**

Coordinate Braille services to 5 counties through the Eugene School District office. Provide technical supervision to Braille center staff. Teach various Braille codes to teachers and other Visually Impaired Program staff as required. Perform skilled multiple styles of transcription of instructional materials into Braille format for blind, visually impaired and multi-handicapped students. Order and maintain inventory of Braille related equipment, computers, software and supplies for the Visually Impaired Program county-wide. Perform related work as required.

### **Distinguishing Characteristics**

This classification is distinguished from other special education classifications by the extensive knowledge of all Braille codes and transcription techniques used to produce instructional text involving any educational requirements and academic needs for all grades and ages for blind, visually impaired and multi-handicapped students. It is further distinguished by the need to be certified in Literary Braille by the Library of Congress to perform assignments. Further distinguishing characteristic is the coordination of Braille services throughout 5 counties including the coordination of the Oregon Textbook and Media Center as required for statewide distribution of materials.

### **Supervisory Relationships**

Reports to the Cascade Regional Programs Administrator. Provide technical supervision and training over braillist; and provide technical consultation and training in Braille codes to Teachers for the Visually Impaired and support staff. Provide training and supervision of work study students and volunteers.

### **Examples of Duties**

(The following are examples but are not intended to be all inclusive or exclusive. Examples illustrate the kinds of work performed.)

1. Perform complex transcription of instructional materials (Preschool-12), including mathematics, music, chemistry, tactical graphics, computer programming, and foreign languages. Comply with all transcription requests, materials, deadlines, equipment and supplies in Cascade Braille Center serving 5 counties.
2. Advise teaching staff of new equipment for blind, visually impaired and multi-handicapped students.
3. Teach staff teachers, braillist and assistants the various Braille codes. Train braillist and support staff in brailleing and use of computerized or Braille transcription equipment. Train staff teachers in use of computer Braille materials and work as technical assistant in all other areas.
4. Proof and correct completed Braille transcriptions and materials done by assistant braillists for accuracy.
5. Instruct and assist teachers to obtain and update skills pertaining to Braille services within the department.
6. Maintain and update a computerized inventory of all property and equipment for the Regional Program for visually Impaired. Record location of properties (i.e. school or student home); and provide such information as requested.
7. Order program supplies and equipment such as teaching supplies, student supplies, Braille center supplies, computers, computer software, teaching programs, Braille computers and software, and related materials. Arrange for yearly service contracts on listed equipment.
8. Maintain and disseminate information on Braille techniques, new codes, program policy, and state of the art professional materials/equipment/software.
9. Conduct statewide workshop for all teachers involved in the Visually Impaired Program on computerized Braille when requested. Attend meetings or workshops to keep abreast of new developments in special services for the visually impaired.

### **Required Knowledge, Skills and Abilities**

1. Must be certified in literary Braille code. Ability to obtain Nemeth Code certification used.

2. Thorough knowledge of all other Braille codes and ability to perform creative problem-solving to structure complex instructional materials in a manner practical for Braille reading students.
3. Knowledge of, and skills in, operating computerized and other Braille transcription and office equipment (i.e. Perkins brailler, Slate Stylus, Tactical Graphics Kit, Thermoform.)
4. Ability to communicate effectively, both orally and in writing. Ability to provide training and guidance in the operation of Braille transcription equipment or on matters of coding and format.
5. Ability to work harmoniously and cooperatively with diverse groups of people including program teachers, staff, administrators, parents, and the general public.
6. Extensive knowledge of subject matter taught in all course offered by the Regional and State educational programs, including K-12 curriculum and foreign languages.
7. Organizational skills and ability to coordinate projects, brailist, and volunteers.
8. Willingness and ability to learn special competencies including those specific to vision loss.

**Minimum Qualifications for Class Entry**

1. Graduation from a senior high school or equivalent.
2. Specialized training and certified by the Library of Congress in Literary Braille Transcription.
3. Five years of experience in Braille transcription using the various Braille codes.

**Work Environment**

Work is performed in a central administrative office.