

BRAILLER/TRANSCRIBER INSTRUCTIONAL AIDE

DEFINITION

Under the supervision of the program administrator and the direction of a specific certificated staff member, performs the task of brailleing instructional materials, adapting classroom materials, and supporting the daily operation of students designated as blind and/or visually impaired.

PRIMARY DUTIES AND RESPONSIBILITIES

- Will transcribe into Braille instructional material as needed.
- Will adapt classroom materials for the Visually Impaired Students.
- Assist in the supervision of students at assigned tasks in and out of the classroom during normal duty hours.
- Assist in planning and implementing suitable learning experiences for students.
- Help students develop positive interpersonal relationships with peers and adults.
- Supervises and/or participates in playground activities.
- Assists in the observation and recording of student development and progress.
- Assists in preparing, monitoring, and cleaning up program facilities.
- Operates equipment necessary to program operation.
- Functions as an appropriate, positive role model.
- Attends required staff meetings and in-service training.
- May participate in I.E.P.T. meetings.
- Does related work as required by job-specific position.
- Provides necessary physical care and emotional support.
- Displays calmness and control while dealing with behavioral problems and restraining “tantrumming behavior.”
- Provides non-routine specialized health care needs which do not require a health/instructional aide; i.e., toileting, administration of epi pen (bee sting) and monitorization of reaction and anaphylactic reaction procedure, hyper or hypoglycerine care for a diabetic (i.e. administration of juice or sugar substitute), assisting when a student has a seizure. Training will be provided as needed.

GENERAL QUALIFICATIONS

Knowledge of:

Braille.

Current instructional technology for assisting students.

Child growth and development principles.

Academic instruction/behavioral management.

Health care procedures. Training provided for specialized health care needs which do not require a health aide.

Amador County Office of Education  
INSTRUCTIONAL AIDE

Ability to:

- Work effectively with disabled students, and responds to parents as needed.
- Respect the confidentiality of school related incidents and information.
- Operate necessary program equipment.
- Maintain positive attitude toward and control of students.
- Sustain cooperative relationships with those contacted in course of work.

CERTIFICATION REQUIRED

Standard CPR and First Aide Certifications

DESIRABLE SKILLS

Will work toward improving his/her braille skills

EDUCATION AND EXPERIENCE

The following is preferred:

- High school diploma or equivalent, additional training in child development or special education is desirable.
- Displays competency in academic skills such as reading, writing, and computation (Proficiency Test).
- One year of braille or 1 semester of Braille class and demonstration of braille abilities.
- One year of child/youth related experience or equivalent training.
- Demonstrates braille skills at the level necessary to maximize student progress.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which may include: lifting, pushing and/or pulling which normally does not exceed 50 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 29 of the ACOE Classified Salary Schedule.