



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SPECIAL EDUCATION PARAEDUCATOR – BRAILLE TRANSCRIBER

SELPA Wide Regionalized Program

7.0 hours per day from 8:00 am – 3:30 pm, 210 days per year Salary: Range 16, Step 1, \$20.68 to Step 3, \$21.72 per hour

OPENING DATE: NOVEMBER 4, 2021

CLOSING DATE : UNTIL FILLED

Please Apply on Edjoin

CLASS DEFINITION: Classified

Under general supervision of the Director of Student Support Services and the direction of certificated teachers, as a member of the Visual Impairment Program, the Braille Transcriber prepares Braille transcriptions and adapts instructional materials required by elementary and secondary level students with visual impairments; acts as an assistant to teachers to instruct blind or visually handicapped pupils, individually or in groups; and performs clerical duties to maintain the Visual Impairment Program office.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. High school diploma or equivalency.
3. Able to pass District Proficiency Examination.
4. Knowledge of proper English usage and grammar.
5. General clerical experience and knowledge of office machines is desirable.
6. One year of paid or volunteer experience involving the supervision of students or completion of 30 semester units of college coursework directly related to the job, such as child psychology, childcare or education is desirable.
7. Experience preparing material in literary Braille. A Valid Library of Congress Certificate for Braille Transcription may be substituted for the Brailling experience.
8. Able to pass District proficiency assessment in Literary Braille (grade 1 and 2 Braille, UEB) and Nemeth Code for Mathematics.
9. Knowledge of Braille related equipment and technology
10. Valid California driver's license. Proof of auto insurance.

PERFORMANCE RESPONSIBILITIES:

1. Transcribe a wide variety of materials into Braille using a computer, specialized software, braillewriter and other specialized equipment designed for the visually impaired
2. Design and produce tactile graphic representations of maps/charts/graphs/pictures in raised drawings for students
3. Adapt instructional materials so that these materials stimulate senses other than those for which materials were specifically designed
4. Type or copy lessons and worksheets in large type for the partially sighted
5. Adhere to techniques, standards and procedures set forth by the Braille Authority of North America, National Braille Association and the SELPA
6. Prepare transcriptions utilizing textbook formatting rules, Literary Braille Code and Nemeth Code
7. Work under the direction of certificated teachers to ensure that materials are prepared appropriately for students with visual impairments
8. Deliver materials to students at school sites
9. Maintain and monitor recordkeeping systems and files to include inventory for Braille, large print materials and K12 textbook orders in various formats

10. Schedule and manage equipment maintenance and maintain inventory of equipment
11. Order supplies and materials for the Visual Impairment Program
12. Conduct research for additional sources of instructional materials, equipment, or technology for students
13. Over write/ink print Braille to print for classwork, homework, tests, and communication between pupils and teacher
14. Serve as a technical resource to assist special education teachers, and provide specialized tutorial assistance to students with visual impairments
15. Perform routine clerical tasks as required
16. Attend workshops, conferences, and staff meetings as required
17. May accompany pupils to events and communicate descriptions of activities or content to pupils
18. Assist teachers with implementation of pupil's Individualized Education Plan (IEP) through instruction in a wide variety of activities as needed
19. Maintain confidentiality of pupil records and personal information in accordance with legal requirements and policies
20. Perform routine clerical activities such as typing, sorting, cutting, filing, and operate office machines and devices which aid the pupil or the instructional program

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Able to stand, kneel or squat for extended periods of time.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull and crawl.
- g. Able to climb slopes, stairs, steps, ramps, and ladders.
- h. Ability to lift up to 50 lbs.
- i. Ability to carry up to 50 lbs.
- j. Able to push and pull objects weighting up to 100 pounds.
- k. Able to sustain strenuous manual labor for a minimum of 3.75 hours.
- l. Ability to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- m. Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner.
- n. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.
- o. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer, or assist staff with toileting/diapering procedures.

WORK ENVIRONMENT:

Some assignments require constant attention to protecting physical safety in a classroom where pupils, because of the nature and severity of their disabilities are accident prone, or because of assaultive or self-abusive tendencies could cause serious injury to themselves or others.

Must be in general good health as job may require physical strength, stamina, agility, dexterity, good hearing, good central and peripheral vision.

Some positions may require:

- Ability to lift or move students who weigh up to 50 pounds.
- The employee may be required to use a multi-person or learn the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds or a pupil of any weight who may present other lifting problems.
- Some positions in this classification may require the availability of private transportation.

Positions in this classification may occasionally be assigned any duties normally assigned from the class specification for Paraeducator.

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.