

Braillist

Position Details

Class Code: 0170

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, plans, coordinates, prepares, and supervises the production of braille textbooks and other specialized instructional materials for use in visually impaired student programs.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Transcribes books and other printed materials utilizing manual braille machines and braille computer software.
2. Prepares/transcribes print in both English and Spanish.
3. Researches book costs to determine purchase/production feasibility; communicates with publishers to obtain additional copies of books.
4. Reviews internal sourcing/production requests for science and math books.
5. Operates braille and thermoform duplicators.
6. Orders, catalogs, and maintains records of books, specialized materials, and equipment.
7. Confers with teachers to ascertain and establish production priorities.
8. Prioritizes and assigns braille transcription production schedules to workers.
9. Develops criteria and implements quality control procedures.
10. Transports supplies/equipment from depository and other agencies to Southern Desert Correctional Center.

11. Supervises, trains, and evaluates others' transcription and use of manual/computerized braille equipment.
 12. Communicates and corresponds with the Library of Congress to assist students in obtaining braille certification.
 13. Develops and implements training practices/procedures; determines worker/student progress.
 14. Responsible for maintaining, repairing, and safely handling equipment (braille machines, computers/peripheral equipment, embossers, collators, binders, duplicators, etc.).
 15. Compiles and maintains computer database to track training program participants, equipment, supplies, and report statistical data.
 16. Conforms to safety standards prescribed by the Clark County School District (CCSD) and the Department of Prisons (DOP).
 17. May monitor students during assigned period within a variety of school environments (assemblies, athletic areas/fields, bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) for the purpose of maintaining a safe learning environment, which may include physical interventions (jogging or running after student(s) to prevent them from doing harm to themselves or others.)
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves using and instructing others in using manual braille machines, computers, mega-dot software, embossers, and other specialized equipment in preparing instructional materials for visually impaired students.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of braille transcription; proficiency in braille machine operation.
2. Knowledge of computers and work-related software applications.
3. Knowledge of computer braille software.
4. Ability to instruct/teach braille transcription.
5. Ability to stay aware of changing trends/standards in braille transcription.
6. Ability to learn to perform preventive maintenance/repairs on equipment.
7. Ability to supervise, train, and evaluate staff.

8. Ability to interpret/apply CCSD and DOP rules, regulations, practices, and procedures.
 9. Ability to research and compile data for reports.
 10. Ability to interpret, communicate, and apply verbal/written instructions.
 11. Ability to communicate effectively with individuals and groups.
 12. Ability to plan, organize, and prioritize work assignments.
 13. Ability to develop schedules and meet predetermined deadlines.
 14. Ability to work flexible hours/shifts.
 15. Ability to work cooperatively with CCSD and prison staff, inmates, and outside agencies.
 16. Ability to recognize and report hazards and to apply safe working methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years' word-processing experience.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Braille Certification issued by the Library of Congress.
5. 40 hours of DOP training (must be completed within 30 days of assignment.)

Preferred Qualifications

Braille experience – manual and computerized.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Braille Certification issued by the Library of Congress.
 6. DOP training, if applicable.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Extensive travel to/from CCSD facilities, schools, and other agencies.

Work Environment

Strength

Medium/heavy - exert force up to 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Frequent sitting, carrying, climbing, balancing, crouching, jogging, running, standing, walking, pushing, pulling, stooping, kneeling, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, braille transcribing machines, computers, peripheral equipment, software applications, embossers, binding machines, collators, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/13/24
- Created: 07/01/88