

The Braille Communication Specialist provides braille materials to students to support students' access to academic content. The Braille Communication Specialist collaborates with the Teacher of the Visually Impaired and other teachers to provide Braille materials to students.

Chain of Command

The Braille Communication Specialist works under the supervision of the Teacher of the Visually Impaired and reports to the Director of Exceptional Student Services.

Competencies of the Braille Communication Specialist

- Strong braille, written, and verbal communication skills
- Strong organizational and time management skills
- Computer skills including Outlook and Microsoft Office
- Flexible team player who is time and task oriented
- Patient and student-centered

Essential Duties of the CCB Instructional Assistant

- Prepares materials using Braillewriter or computer software
- Collaborates with classroom teachers and Teacher of the Visually Impaired to problem-solve educational issues related to vision impairment
- Collaborate with school teams, teachers, and district personnel to support delivery of instructional services and supports for identified students
- Assists students directly, as needed
- Provides district and state assessments in Braille to identified students

Minimum Qualifications

High School Diploma or GED

Ability to read and write the current Grade 2 Braille code in literacy and math

Associates Degree OR 60 higher education credit hours OR a qualifying score on a state recognized paraprofessional exam may be required.

Preferred Qualifications

Ability to scan and convert documents to Braille format using Braille embosser (willing to train)

Date Revised

09/23/19