

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ALTERNATIVE MEDIA ASSISTANT - VISUALLY IMPAIRED

DEFINITION

Under immediate supervision, assist teachers in the instruction, supervision and/or care of students; transcribe a wide variety of instructional materials into Braille, large type and/or alternative media; assist teachers with preparation of classroom materials and resources; work with and organize duties of volunteer transcribers.

SUPERVISION EXERCISED

Exercise no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Transcribe a variety of instructional materials such as lessons, texts, testing documents, etc., into Braille, large print or other alternative media.

Operate adaptive instructional software programs and other technology for use in the visually impaired program.

Demonstrate technology to families, volunteers and teachers; demonstrate and instruct in the use of new Braille equipment and/or Braille rule revisions.

Assist certificated staff in supervising students in activities including instruction, social integration, etc.

Within the framework of established policies and procedures, assist students in classroom activities in the absence of the teacher; report observations of student skills, behaviors and abilities to appropriate personnel.

Assist certificated staff in the preparation of Braille lessons.

Train and provide work direction to volunteer transcribers in preparing text requested by teachers; proofread materials submitted from volunteer transcribers, when appropriate.

Determine availability of Braille, large print and other source materials from various suppliers; evaluate and order appropriate materials when requested; update and maintain database of available source materials.

Maintain records of all source materials borrowed and ensure timely return; provide shipment of source materials to school districts.

Attend trainings and conferences to stay current with advances in technology and to make informed recommendations for purchase of new technology.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Procedures and practices relating to providing instructional support services.

General office materials, supplies and equipment.

Braille transcription methods, procedures technology and equipment.

Correct usage of English language, punctuation, spelling and grammar.

Principles and practices of record keeping; basic inventory; graphics, screen reading software and scan/read technology preferred.

Skill and Ability to:

Understand and carry out both oral and written instruction independently.

Assist with the instructional and related activities of the assigned learning environment; support the assigned teachers style of student behavior management; effectively direct the work of individual students and groups of students.

Recognize problems which may interfere with learning of students or the physical/emotional welfare of students and implement appropriate solutions in the learning environment.

Execute clerical procedures and directives in accordance with assigned duties; maintain an organized office and library.

Adapt materials for use in the visually impaired program; operate and instruct in the use of adaptive technology equipment.

Use computer for information processing and record keeping.

Interact with and maintain cooperative relationships with all levels of staff and the public; establish and maintain effective working relationships; train and coordinate volunteers.

Be willing to perform routine and repetitive works to completion.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Experience in working with visually impaired students is desirable. Additional specialized training in child development, education or a related field is desirable.

License or Certificate:

Valid Library of Congress Certification for Braille transcriber and/or Braille proofreader preferred upon employment. Ability to obtain and/or maintain valid certification required for continued employment.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee is regularly required to stand and to sit, use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear. Frequently required to walk; occasionally required to move, carry, lift, up to 30 pounds, and occasionally may be required to move, carry or lift up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

The noise level is moderately quiet. Requires ability to work in a standard office environment.

Approval Date: 1990.

Revised: June 10, 2003 (Formerly Titled: Brailist).